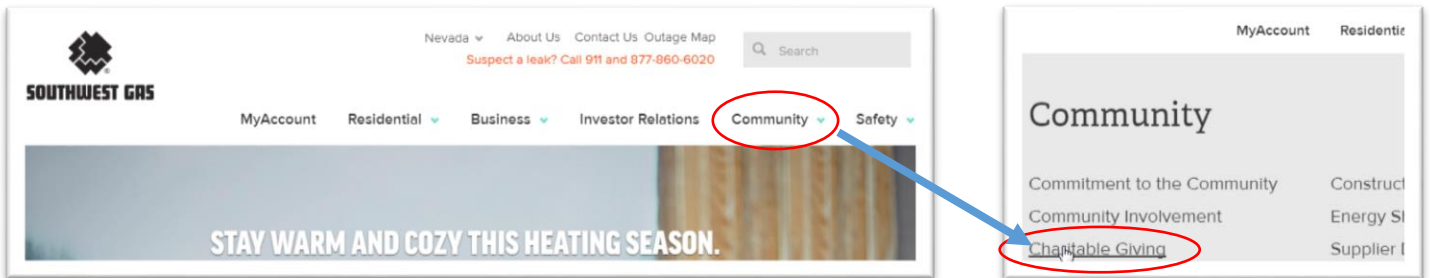


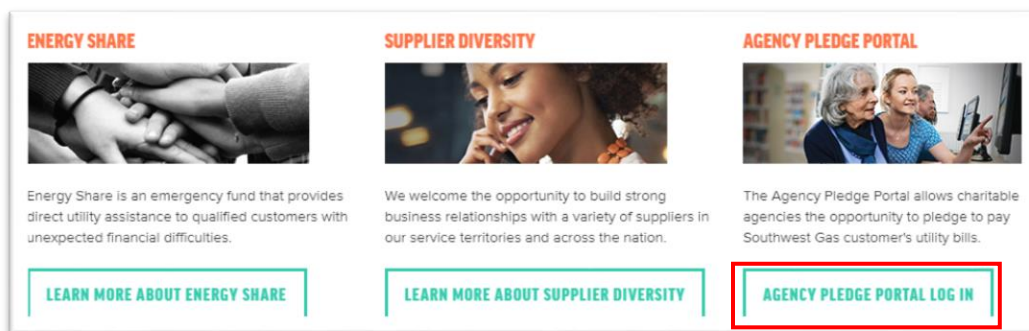


## Accessing the Agency Pledge Portal

Navigate to swgas.com. From the home page, select the Community menu, and then select "Charitable Giving."

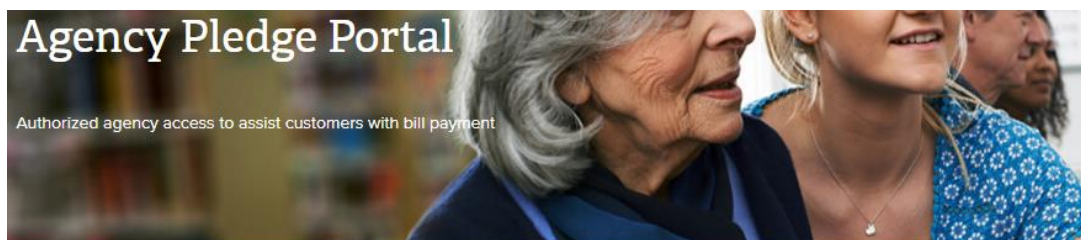


Scroll down to the Agency Pledge Portal section and select "AGENCY PLEDGE PORTAL LOG IN."

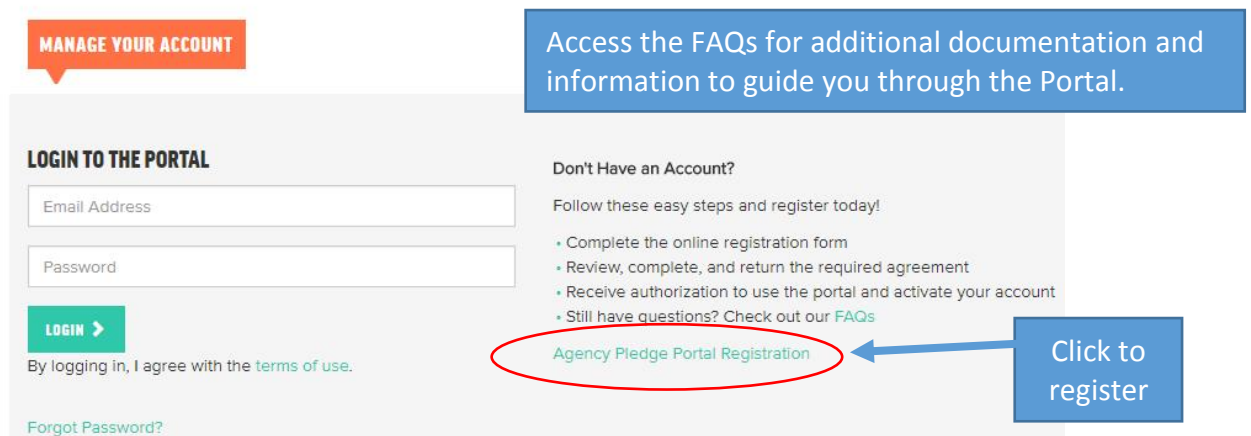


## Registering Agency to Use the Portal

To register to use the Portal, click on the "Agency Pledge Portal Registration" link. If you have already completed the registration and have been approved to use the Portal, login by entering your email address and password.



Home





## Registration Form

Complete the fields and select “REGISTER.”

The screenshot shows a registration form with a 'Register' button and a dropdown menu for 'Enter Agency Information'. Below the dropdown are three input fields: 'Name of Organization' (with placeholder 'Enter Name of Organization'), 'Tax ID Number' (with placeholder 'Enter Tax ID Number'), and 'Address Line 1' (with placeholder 'Enter Street Address').

The Primary and Secondary Contacts identified during the registration process will be the Agency Administrators, responsible for managing and tracking any and all Agency users of the Portal.

After selecting “REGISTER,” the Primary and Secondary Contacts will receive an email with instructions on how to complete the registration process.

## Agency Registration Documents

Download and print the Agency Assistance Agreement (PDF). Review the cover sheet for instructions on completing the agreement.

Identify the customer authorization form your Agency will use.

Complete and sign the Agency Assistance Agreement.

Scan and email the agreement to Southwest Gas at [sca-swgagencies@swgas.com](mailto:sca-swgagencies@swgas.com). Southwest Gas will then review the registration, and when approved, the Primary and Secondary Administrators will receive an approval email to use the Portal. Southwest Gas will not be able to approve your registration without the completed agreement.

This screenshot shows the 'Register' button and a notification box titled 'Action Required'. The notification text reads: 'Your registration form requesting use of the Agency Pledge Portal was submitted. To complete the registration process, the following agreement is required: [Agency Assistance Agreement \(PDF\)](#). Print, sign, scan, and email the agreement to [sca-swgagencies@swgas.com](mailto:sca-swgagencies@swgas.com). These instructions and agreement have also been emailed to the Agency's primary and secondary administrators.'

## Confirm Registration

When an agency registration is complete and access to the Portal is granted, the Primary and Secondary Contacts listed will receive an email, “Southwest Gas Agency Pledge Portal – Access Granted” with instructions to create a password, read and accept the Terms of Use.

The screenshot shows the 'Activate Account' form. It includes a 'Create Password' section with instructions: 'Your password must be at least 6 characters; use a combination of mixed-case letters, numbers, and special characters.' There are fields for 'New Password' and 'Confirm New Password'. Below this is a section for 'Terms of Use' with a scrollable area containing the text: 'Southwest Gas Agency Pledge Portal Website Terms Of Use' and 'Agency Pledge Portal Website'. At the bottom, there is a checkbox labeled 'I AGREE TO THE TERMS OF USE' and two buttons: 'ACTIVATE ACCOUNT' and 'CANCEL'.

Users will not be able to access the Portal until they complete the following:

- Create a password
- Scroll through the Terms of Use
- Agree to the Terms of Use

## Support

For questions, contact Southwest Gas Agency Assistance at [sca-swgagencies@swgas.com](mailto:sca-swgagencies@swgas.com), or 877-967-9427.