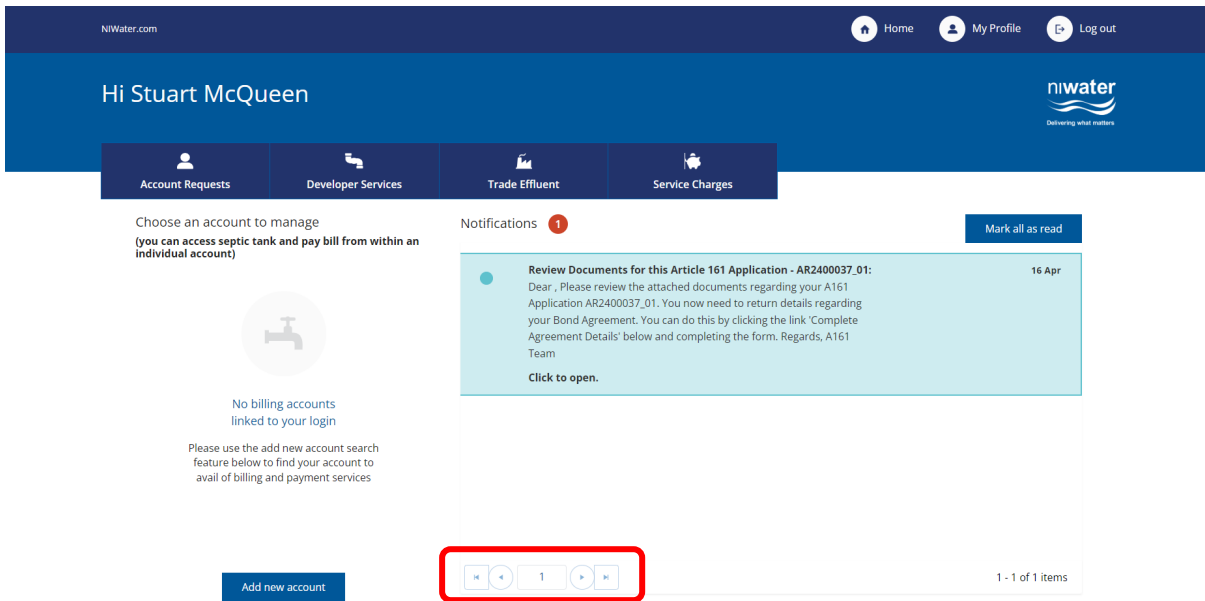
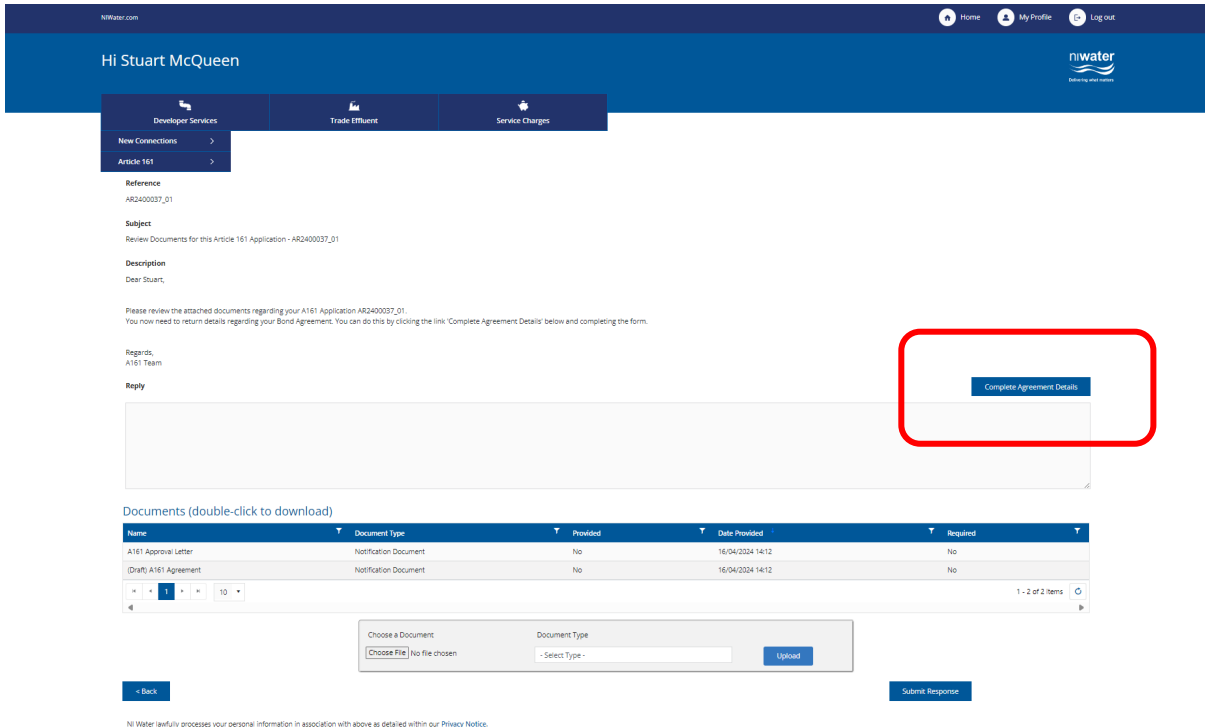


COMPLETING ARTICLE 161 AGREEMENT DETAILS



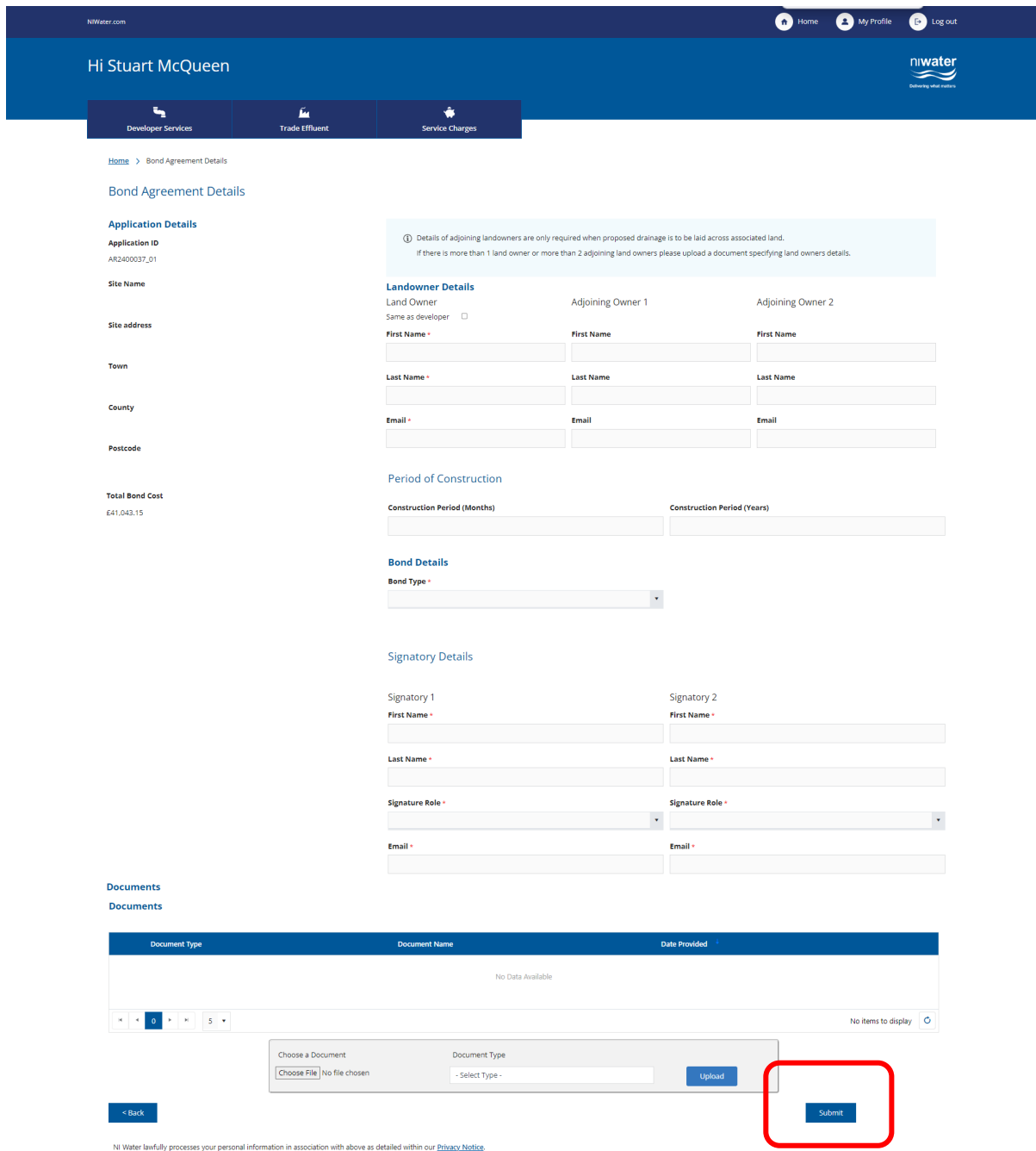
Log into the NI Water Self Service Portal and navigate to your notifications by clicking the 'Home' button in the top right corner of the screen.

Locate the Portal Notification titled 'Review Documents for this Article 161 Application' and click to open. You may have to scroll back through the notifications until you find it.



From the Portal Notification you will be able to download a copy of the Approval Letter and a Draft Copy of the Article 161 Agreement. These are for information purposes only.

Hard copy signatures are no longer required. To initiate the electronic signature process, click the 'Complete Agreement Details' button and provide the landowner details, period of construction, bond details & signatory details. Where possible, personal emails should be provided.



The screenshot shows the 'Bond Agreement Details' page on the NI Water website. The user is logged in as 'Hi Stuart McQueen'. The page contains several form sections:

- Application Details:** Application ID (AR2400037_01), Site Name, Site address, Town, County, Postcode, and Total Bond Cost (£41,043.15).
- Landowner Details:** Includes a checkbox for 'Same as developer' and input fields for First Name, Last Name, and Email for Land Owner, Adjoining Owner 1, and Adjoining Owner 2.
- Period of Construction:** Input fields for Construction Period (Months) and Construction Period (Years).
- Bond Details:** A dropdown menu for Bond Type.
- Signatory Details:** Input fields for First Name, Last Name, Signature Role, and Email for Signatory 1 and Signatory 2.
- Documents:** A table with columns for Document Type, Document Name, and Date Provided. The table is currently empty, showing 'No Data Available'.

At the bottom of the form, there is a 'Submit' button highlighted with a red box. A 'Back' button is also visible on the left.

Complete the required fields and click the 'Submit' button at the bottom of the screen.

Once submitted, the information will be reviewed by NI Water and when all is in order, the Adobe Sign version of the Article 161 Agreement will be issued for electronic signature.

If you encounter any issues throughout the process, please take a screenshot and email it along with a short description of the problem to customerengagementteam@niwater.com and they ensure it is pass on to the relevant team.