The ENFOS Onboarding Team will guide the Customer in deploying the ENFOS SaaS platform (ENFOS) to govern their Environmental Obligation Management workflows in alignment with applicable accounting standards and financial reporting requirements.

KEY TERMS:

- ("**Onboarding"):** The initial configuration and enablement phase where the Customer receives platform access, configuration guidance, data migration support, standard tools, and training to begin using the platform as intended.
- (**"Platform Activation"**)**:** The milestone at which the Customer first realizes functional value from the platform through active use, evidenced by the completion of one or more core workflows generating a business-critical output.

PROCESS:

- ENFOS onboarding follows a milestone-based structure comprised of tasks requiring action from both ENFOS and Customer teams. Milestones will be worked in parallel where appropriate, as determined by the ENFOS Onboarding Manager.
- To complete successful onboarding and fully realize expected organizational benefits, the Customer must ensure:
    - **Cross-functional Stakeholder Alignment:** Active participation from Technical Accounting, Remediation, and IT representatives is required throughout the onboarding process.
    - **Responsiveness and Schedule Adherence:** Project work will be suspended and go-live timelines delayed if information and deliverables are not provided by the respective due dates.

BENEFITS:

- Upon successful onboarding, the Customer will realize quantifiable ROI through the following benefits:
    - **Increased Operational Efficiencies:** Reduced time managing portfolio and responding to audits
    - **Optimized Performance:** Reduced budget overages and forecast inaccuracies
    - **Mitigation of Financial Risk:** Improved cash efficiency

1. ENFOS ONBOARDING TEAM

TEAM MEMBER & TITLE	PROJECT ROLE	RESPONSIBILITIES
[Name], *[Title]*	Onboarding Manager	Lead Project Manager
[Name], *[Title]*	Onboarding Specialist	Project support
[Name], *[Title]*	Customer Success Manager	Post go-live sustainment and engagement
[Name], *[Title]*	Project Executive	Project oversight and executive engagement

2. ONBOARDING DELIVERABLES SUMMARY

PHASE	DELIVERABLES	START DATE	END DATE
1	**Configured Solutions:** • Inventory: Portfolio, Scientific Data • Plan: ARO (ASC 410-20), ERO (ASC 410-30), DRO (IAS 37) • Settlement • Assurance **Automated API Connections:** • Inventory Management • Scientific Data • Plan ERP Integration • Settlement ERP Integration • Assurance Management • OData API **IAM Integrations:** • Single-Sign-On (SSO) • System for Cross-domain Identity Management (SCIM) **Reports & Dashboards:** • Report Configuration • [#] PowerBI Dashboards	Week of [TBD]	Go-Live on [TBD]

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3. KEY MILESTONES & TASK BREAKDOWN

M1 – Onboarding Startup & Coordination: *Plan and inform onboarding activities*

- **Preliminary Information Request**:
  - Accounting Requirements Gathering: Chart of accounts, GL coding, currency mapping by inventory portfolio, fiscal calendar and close schedule, journal entry structure and requirements, accounting policy documentation (inflation, discount, and accretion rates, thresholds, methodologies), SOX control documentation
  - Onboarding team resources and stakeholder documentation
  - Existing process documentation including key management reports, workflows and user roles
- Onboarding kickoff meeting and Customer access to ENFOS onboarding platform

M2 – Inventory Solution Setup & Configuration: *Establish a cross-functional framework for inventory management*

- **Portfolio**:
  - Establishment of a cross-functional organizational portfolio and information structure
  - Portfolio metadata field identification and population
  - Document management strategy implementation
- **Scientific Data**:
  - Configuration and documentation of field and lab data workflows and user roles
  - EDD configuration and valid values determination for data capture and integrity management
  - Establishment of regulatory compliance standards and thresholds that drive cost planning

M3 – Plan Solution Setup & Configuration: *Align planning configuration with respective accounting frameworks*

- **Accounting Requirements Configuration**:
  - Configuration and documentation of planning workflows and user roles across business functions including rate update schedule, capitalization threshold and recognition methodology, and remeasurement triggers
  - Assignment of reserve and/or cost categories for control-level general ledger accounting alignment
  - Translation of financial controls into automated approval workflow configurations
- ARO (ASC 410-20): Translation of asset retirement obligation management policies into system settings, ensuring compliance with ASC 410-20 for liability recognition, accretion expense, and depreciation of ARC
- ERO (ASC 410-30): Translation of environmental remediation obligation management policies into system settings, ensuring compliance with ASC 410-30 for accrual of probable and estimable liabilities
- DRO (IAS 37): Translation of decommissioning and restoration obligation management policies into system settings, ensuring compliance with IAS 37 for provision recognition, unwinding of discount, and changes in estimated future costs

M4 – Settlement Solution Setup & Configuration: *Align settlement configuration with financial controls*

- Configuration and documentation of settlement workflows and user roles across business functions including journal entry requirements configuration, GL parameter field assignment mapping, and posting rules and validations
- Translation of financial controls into setting and automated approval workflow configurations

M5 – Administration Setup & Configuration: *Establish administrative configurations and integrations*

- Configuration of SOX controls including Identity and Access Management (IAM) integrations
- Configuration of global administrative and security settings

M6 – Assurance Solution Setup & Configuration: *Incorporate operational compliance activities*

- Configuration and documentation of compliance workflows and roles including corrective action processes
- Permit management strategy implementation
- Determination and mapping of audit and checklist protocols and answer types

M7 – Interfaces: *Establish automated data transfers*

- Interface design specification signoff, development, collaborative testing, and interface deployment

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- Customer development and usage of ENFOS standard REST API formats for ENFOS inbound interfaces
- ENFOS development and usage of Customer standard REST API formats for ENFOS outbound interfaces

M8 – Reporting & Business Intelligence: *Build dashboard outputs and configure reports to support business needs*

- Establishment of OData feed connections
- Dashboard design specification signoff, development, validation, and configuration and deployment
- Configuration of ENFOS standard reports to satisfy documented reporting requirements

M9 – User Acceptance Testing: *Confirm system setup and configuration aligns with requirements*

- Customer preparation and execution of User Acceptance Testing (UAT) scripts
- System configuration verification and Customer signoff

M10 – Production System Build: *Configure Production system in preparation for go-live*

- Automated configuration of system settings validated in User Acceptance Testing
- Interface configuration and automation schedule enablement

M11 – Data Migration: *Migrate required customer data to the Production system in preparation for go-live*

- Migration of go-live data scope including historical data as required
- Bulk document migration execution
- Customer data verification and signoff

M12 – Training: *Train users in preparation for go-live*

- ENFOS-led end user and platform administrator training events
- Customer creation and distribution of training and guidance documentation as required

M13 – Platform Activation: *Go-live in Production and execute business workflows*

- Customer go-live communication and end user account activation
- Customer business process execution in ENFOS Production

M14 – Transition to Sustainment: *Establish ENFOS as the system of record for environmental obligation activities*

- Confirmation of go-live success criteria and objectives met
- Hypercare support from ENFOS team to the Customer administrative team
- Handoff to ENFOS Customer Success Manager to ensure long-term ROI realization

4. CUSTOMER RESPONSIBILITIES

- **Project Governance:**
  - Appoint an internal Project Manager with competency in IT project management
  - Provide content, informed configuration decisions, and timely access to subject matter experts
  - Appoint a Project Executive to align with the ENFOS Project Executive
- **Data Gathering & System Configuration**:
  - Gather, prepare, and cleanse data in accordance with ENFOS specifications
  - Design, develop, test, and deploy Customer-side interface architecture in line with ENFOS standards
- **Validation & Acceptance**:
  - Sign off on milestone completion, UAT, and data migration activities
  - Define, communicate, and confirm success criteria
- **Training & Enablement**:
  - Develop supplemental training materials and job aids as needed
  - Assign and maintain an ENFOS system administrator responsible for Tier I & II end-user support
  - Support and maintain interfaces per specifications post go-live

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