My Partners

User Guide

July 2016
Items Covered

► Overview of My Partners
► Registering
► Logging In
► Editing Profile Information (Manage My Partners)
  ● Change company information
  ● Change login and security information (password and security question)
  ● Change contact and address information
► Changing Project
► Contacting Support
Overview

► My Partners is a portal application that houses three applications for SDG&E’s external business partners
  
  ● Distribution Interconnection Information System (DIIS) is used by Solar and other generation contractors to submit Net Energy Metering (NEM) and Rule 21 applications
  
  ● Pole Information Data System (PIDS) is a web interface and repository that was created to store and display pole information such as general characteristics, loading information, aerial & avian information and the associated documents and images
  
  ● Telecommunications Equipment Attachment Management System (TEAMS) is a web portal that provides a means of communication between SDG&E and our CIP Business partners. CIPs can submit a Joint Pole Attachment Application, provide work status updates for Pole Attachments, JUCFs and GO non-conformances, and report GO non-conformances through the TEAMS portal.

► My Partners is compatible with all major browsers including Microsoft Internet Explorer, Google Chrome, Mozilla Firefox, and Safari
  
  ● My Partners is also compatible with mobile devices such as iPhones, iPads, and Android devices
Registering for My Partners

► My Partners is accessible via https://mypartners.sdge.com
Registering for My Partners

► Once on the My Partners Home Page, click Register to Begin
Registering for My Partners

► Fill out all information on Step 2

► Be sure to enroll in the appropriate program (DIIS, PIDS, or TEAMS)

Program Information

Select which application you will use MyPartners to access.

* Enroll in Program: DIIS (Distribution Interconnection Inform
Registering for My Partners

► Make sure to refer to the helper for required criteria for passwords.

Passwords tips:
- Must be 7 to 12 characters long.
- Must contain at least one upper case (A-Z) and one lower case (a-z) letter
- Must contain at least one number (0-9)
- Must contain a special character from the following set of special chars: @,#,$,%,^,&,=,+,=,~,.\_
- Must not contain blanks, tabs, etc.
- Must not be the same as the User Id.
- Should not be a word in any language, slang, dialect, jargon, etc.
- Should not be based on personal information, family names, etc.

► Select a Security Question and type your answer. You can also write in your own

* Security Question: [Select a question or write your own]

The security question will be used to verify your identity in case you ever have trouble logging in.

* Your Answer: 

► Be sure to store your username and password for later, you will be prompted to login once registration is complete
Registering for My Partners

► Complete information on Step 2
► Ensure that all information is accurate, this information will be passed to the program you are enrolled in.
► Once all information is validated and correct, click Next to proceed

### Step 2 of 3: Enter Contact & Address Information

* Required fields

#### Contact Information

- Work Phone:
- Cell Phone:
- Fax Number:
- * Email:
- * Retype Email:

#### Address Information

- * Address:
- City:
- * State: CA
- * ZIP Code:
Registering for My Partners

► A summary of the information provided to My Partners will be displayed

► If your profile and login information needs to be corrected, click on Edit Profile & Login Information

► If your contact and address information needs to be corrected, click on Edit Contact & Address Information

► If all information is corrected, click Submit

► You will then receive a confirmation page with your registration confirmation. You will also receive an email confirming your registration.

► Click Continue to MyPartners Login to return to the My Partners page and login
Logging In

Login to My Partners with your username and password from previous steps.

Welcome to My Partners
An easy and secure way to manage your projects.

Log In
User ID: 
Password: 

Password is case sensitive
Remember my User ID

Log In

Please remember to log out once you’re finished.
Forgot User ID or Password?

New to My Partners?
With My Partners, you can register to access DIPS, PIDS and TEAMS to manage and view your projects.

Register to Begin

We've had a makeover...
We've simplified the registration process and how you move around on the pages.
Logging In

► Once you’ve logged in, click on the project you’ve enrolled for under My Projects
## Editing Profile Information

To edit profile information click **Manage My Partners** once logged in to My Partners.

A summary screen will appear where you can edit your information.

<table>
<thead>
<tr>
<th>Manage My Partners</th>
<th>Company or Agency Information</th>
<th>Edit Company or Agency Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name:</td>
<td>Unknown Company</td>
<td></td>
</tr>
<tr>
<td>Agency Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Name of Representative:</td>
<td>Unknown</td>
<td></td>
</tr>
<tr>
<td>Last Name of Representative:</td>
<td>Company</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td>User</td>
<td></td>
</tr>
<tr>
<td>Contractor License Number:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Login &amp; Security Information</th>
<th>User ID: unknownnemuser</th>
<th>Edit Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password:</td>
<td>*****************</td>
<td>Edit Security Question</td>
</tr>
<tr>
<td>Your Security Question:</td>
<td>What was the name of your first prom date?</td>
<td></td>
</tr>
<tr>
<td>Your answer:</td>
<td>*****************</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact &amp; Address Information</th>
<th>Edit Contact &amp; Address Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Phone: 8586541524</td>
<td></td>
</tr>
<tr>
<td>Cell Phone:</td>
<td></td>
</tr>
</tbody>
</table>
Editing Profile Information

► To edit your company information click ✤ Edit Company or Agency Information

► To edit your password click ✤ Edit Password

► To edit your security question click ✤ Edit Security Question

► To edit your contact and address information (including email address) click ✤ Edit Contact & Address Information

► To return to the home page click ✤ Return to Home Page
Editing Profile Information

► Once you are done editing your information, click Submit Changes.

► A confirmation page will be displayed.

► Click Back to Manage My Partners to edit more information.

► You can also click Return to Home Page to go back to the My Partners home page.
Changing Enrolled Project

► If you accidentally registered for the wrong project, click Change Project

► Select the project and click Next

► You have now successfully changed the project
Contacting Support

► For system support questions, click Contact Us

► Select the Subject, the program (My Partners, DIIS, PIDS, or TEAMS) and enter your message

When you are done, click submit. This will route your request to the appropriate team.
Questions regarding application processes for applications should be directed to the appropriate business team at SDG&E.

If you encounter technical issues please contact MyPartners_IT_Support@semprautilities.com.

Thanks!