



Meter Socket Adapter Program

MSA Portal User Guide

Overview

This user guide is intended to assist customers in navigating the Meter Socket Adapter (MSA) Portals for both isolating and non-isolating MSAs. It offers step-by-step instructions and visual references to support a seamless and well-informed process for submitting MSA applications.

Background

San Diego Gas & Electric® (SDG&E®) has two portals: one for isolating MSAs and one for non-isolating MSAs. These portals allow customers to submit and track applications for the installation of customer-owned and SDG&E-approved MSAs.

MSA Types

Non-Isolating MSA: A device that installs between a customer's electric meter and the meter socket, providing a new point of interconnection for load or distributed energy resources, allowing new circuits without requiring major rewiring or panel upgrades.

Isolating MSA: A MSA with an isolation device that enables the system to safely disconnect from the utility grid during an outage, creating a local microgrid to provide backup power (using distributed energy resources) to the home's essential circuits.

MSA Request Types

New: A request for the installation of a new, SDG&E-approved MSA at a location where any MSA or an SDG&E Renewable Meter Adapter (RMA) has not previously been installed.

Replacement: A request to replace an existing SDG&E Renewable Meter Adapter (RMA) with a new MSA, typically submitted when the current RMA is outdated, damaged, or no longer meets the customer's requirements.

Detailed Process Flow for MSA Application to Installation

Process Diagram:



MSA Application

1. Customer completes and submits the MSA application on the appropriate portal
2. SDG&E reviews the MSA application within thirty (30) business days of submittal
3. SDG&E approves the MSA application and sends email with next steps to customer

Installation Scheduling

4. Customer pays MSA installation fee directly to SDG&E-approved installation contractor
5. Customer schedules MSA installation appointment directly with SDG&E-approved installation contractor

MSA Installation

6. Customer places MSA in weather-proof, visible bag near meter panel prior to installation appointment
7. SDG&E-approved installation contractor installs MSA and reports back to SDG&E that installation was completed

Replacing or Removing the Renewable Meter Adapters

Renewable Meter Adapters (RMA) are SDG&E-owned, installed, and maintained devices, which serve similar functionalities to other vendor MSAs. For customers that wish to replace their RMA with another vendor MSA, or remove their RMA altogether, contact SDG&E via email with an RMA removal request.

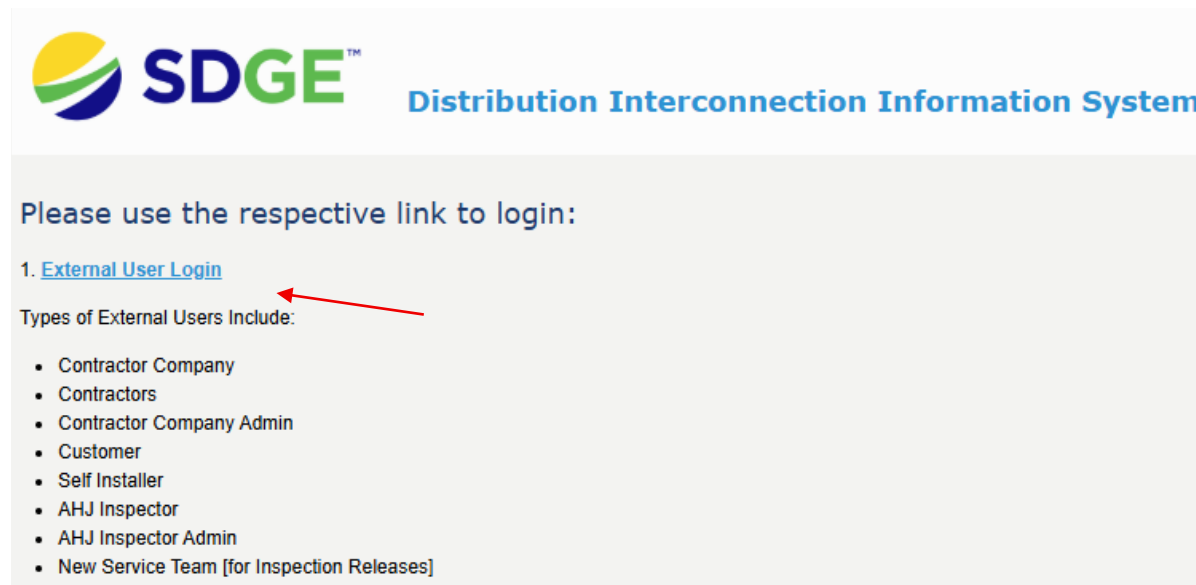
Email: rma@semprautilities.com

Customers that wish to replace their RMA with an MSA must complete an MSA application using the appropriate portal alongside their RMA removal request.

Isolating Meter Socket Adapters

You can access the application for isolating MSAs in the **Distribution Interconnection Information System (DIIS)** through **www.sdge.com** or link below:

1. Navigate to: **<https://diis.sdge.com/DIIS/faces/loginTypeSelection.jsf>**
2. Click "External User Login" button



SDGE™ Distribution Interconnection Information System

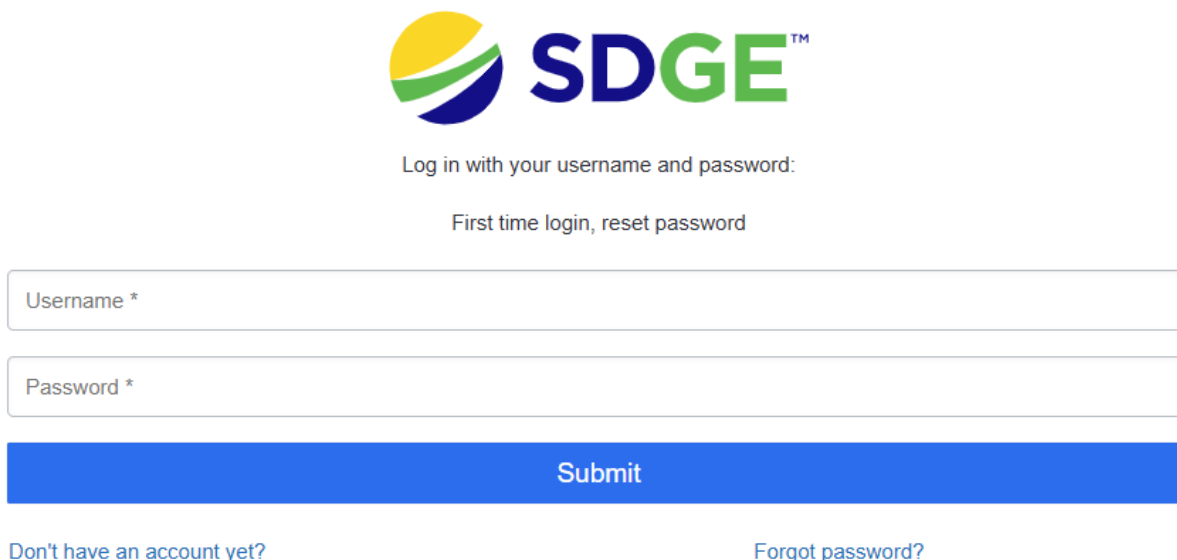
Please use the respective link to login:

1. [External User Login](#)

Types of External Users Include:

- Contractor Company
- Contractors
- Contractor Company Admin
- Customer
- Self Installer
- AHJ Inspector
- AHJ Inspector Admin
- New Service Team [for Inspection Releases]

3. Complete the Registration or Log In, as appropriate. New DIIS Users should use the "Don't have an account yet?" button, while Existing DIIS Users should enter their log in credentials.



SDGE™

Log in with your username and password:

[First time login, reset password](#)

Username *

Password *

Submit

[Don't have an account yet?](#) [Forgot password?](#)

Complete the DIIS Registration if you are a new user to the portal:

Please review the registration instructions before submitting a registration form

Rule 21 Applications Registration Instructions	AHJ Inspector Registration Instructions
WDAT Applications Registration Instructions	
First Name *	Email Address *
<input type="text" value="First name *"/>	<input type="text" value="Email *"/>
Last Name *	Username *
<input type="text" value="Last name *"/>	<input type="text" value="Username *"/>
Company Name *	Password *
<input type="text" value="Company Name *"/>	<input type="text" value="Password *"/>
Phone Number *	Retype Password *
<input type="text" value="Phone Number *"/>	<input type="text" value="Retype password *"/>
Street Number *	<input checked="" type="checkbox"/> By clicking the check box, you acknowledge that you have fully reviewed and agreed to the Consent to Share Terms and Conditions , the Terms and Conditions of the SDG&E Web Site, and, if applicable, the Mobile Terms and Conditions , each as a referenced therein. *
Street Name *	
<input type="text" value="Street Name including Apt/Suite No *"/>	
	<input type="button" value="Submit"/>

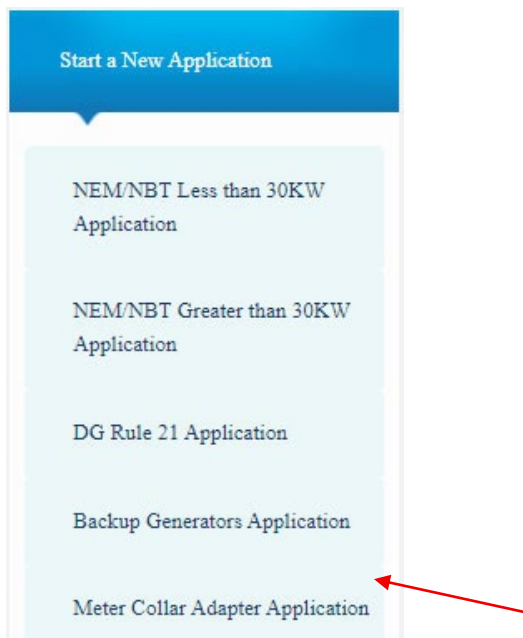
4. Click the “Submit” button to enter the DIIS Portal

Complete and Submit an Isolating MSA Application

1. In the DIIS Portal, click “Start a New Application” button

[+ Start a New Application](#)

2. In the menu option, select “Meter Collar Adapter Application”



3. Enter the SDG&E Customer of Record Service Account Information

SDG&E Customer of Record Service Account Information	
* SDG&E Account Number:	<input type="text"/>
* SDG&E Meter Number:	<input type="text"/>
* Customer First Name:	<input type="text"/>
* Customer Last Name or Business Name:	<input type="text"/>
* Customer Street Number:	<input type="text"/>
* Customer Street Name:	<input type="text"/>
Customer Suite/Apt No.:	<input type="text"/>
* Customer City:	<input type="text"/>
Customer State:	CA
* Customer Zip Code:	<input type="text"/>
* Customer Home/Mobile Phone:	<input type="text"/>
Customer Business Phone:	<input type="text"/>
* Customer Email Address:	<input type="text"/>
* Confirm Customer Email Address	<input type="text"/>

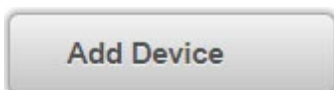
4. Click the "Next" button



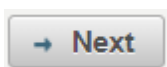
5. Use the drop-down option list to select an isolating MSA device from the SDG&E **Approved MSA Product List.**

Add A Meter Collar Adapter	
Device Manufacturer:	<input type="text" value="Tesla"/> ▼
Device Model:	<input type="text" value="1624171-00-X"/> ▼

6. Click "Add Device" button



7. Click the "Next" button



8. Upload the customer's electrical single-line or one-line diagram. Click "Choose File" button -> Select File Location -> Open File

Please upload the following documents:

(File formats - Microsoft Office Visio, Microsoft Word, Microsoft Excel, PDF, JPEG)

* **One Line Diagram:**

Choose File

No file chosen

Submit

9. Click "Submit" button and ensure the information note "File uploaded successfully" appears

Submit

 File uploaded successfully.

10. Click "Next" button

→ Next

11. Click "Submit application" button

Submit application

You will receive the following note on your successful submittal of application:

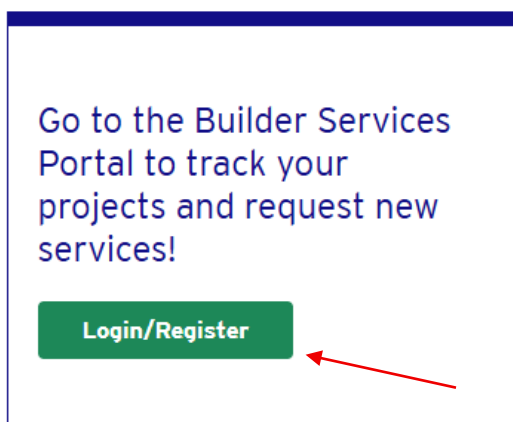
Application Submitted

Thank you for submitting the Meter Collar Adapter application

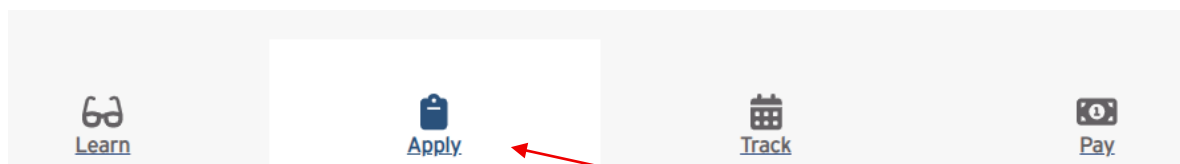
Non-Isolating Meter Socket Adapters

You can access the application for non-isolating MSAs in the **Builder Services Portal** through **www.sdge.com** or link below:

1. Navigate to: **<https://www.sdge.com/builder-services/>**
2. Click “Login/Register”



3. Click on “Apply” icon to navigate to the Apply screen

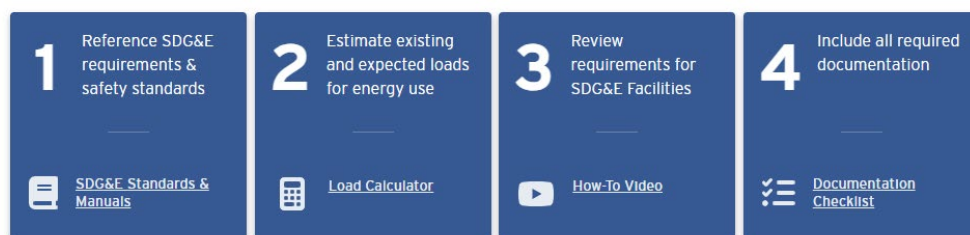


4. On the Apply screen, click the “Apply Now” button

Apply

We've made it easier than ever to initiate your construction project. Whether it's a small-scale project or a larger new development, you can now submit your details online to get your project with SDG&E underway.

Prepare to Apply



Ready to start your application?



5. Complete the Registration or Log In, as appropriate. New Users should use the “Register” button, while Existing Users should use the “Log In” button.



Complete the Registration if you are a new user to the portal:

Registration ✕

Email Address *	Project Role *	
<input type="text"/>	<input type="text"/>	
Password *	Confirm Password *	
<input type="text"/>	<input type="text"/>	
First Name *	Last Name *	
<input type="text"/>	<input type="text"/>	
Street Address *	Street Address (Line 2)	
<input type="text"/>	<input type="text"/>	
City *	State *	Zip Code *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number *	Company Name	
<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> I have read and agree to the Terms of Use *		
Submit		

Log In if you are an existing user to the portal:

Login

×

Email Address *

Password *

[Forgot password?](#)

This system is for authorized use only. Any activities on this system may be recorded and monitored. Use of this system in excess of authority may result in termination and/or prosecution.

Submit

6. Click the “Submit” button to enter the Builder Services Portal

Complete and Submit a Non-Isolating MSA Application

1. In the Builder Services Portal, complete “Step 1: Project Type” starting with the Customer & Property information

Application Type

Please provide insight into the type of your project.

Customer & Property

Project Type

Are you submitting a change to existing service or a request for new construction? *

☒ Changes to an existing service

☐ New construction

What is your service type? *

☒ Residential

☐ Commercial

What type of property are you requesting service for? *

☐ Apartment

☐ Condominium

☒ Single family home

2. Click the “Continue” button

Continue

3. Complete the Project Type information, select “Other” and in “Other” text box, write “Non-Isolating MSA”

Application Type
Please provide insight into the type of your project.

[Customer & Property](#) **Project Type**

Select what type of project you are doing. *
(select all that apply)

☐ Adding an Accessory Dwelling Unit (ADU)

☐ Adding solar devices

☐ Adding electric vehicle charging

☐ Doing a home renovation

☐ Other

☐ I have all the required documents & project information. I will upload all documents with this application to expedite my project. *

Register

[Continue as guest >](#)

4. Complete “Step 2: Application” starting with the Project Location information

Project Location [Requested Services](#)

Address
What is the service location?

Service Address *

Street Address

City * State *

City CA

Zip Code *

Zip code

What is the project name? * ?
Give your project a descriptive name.

Project name

5. Click the “Continue” button

Continue

6. Complete Requested Services information by selecting the appropriate Electric type

Application Information

Please provide some basic information about the location of your project.

[Project Location](#) **Requested Services**

Project Information

Which type(s) of service are you requesting? *

Electric (Select only one electric type)

☒ Electric overhead

☐ Electric underground

Gas

☐ Gas

Which type(s) of **Electric Service** are you requesting? (select all that apply) *

7. Select "Other", and in Other Electric text box, write "Non-Isolating MSA"

☒ Other

Other Electric

Non-Isolating MSA

8. Click the "Continue" button

Continue

9. Complete Contact Information for Property Owner and Primary Contact (if the property owner is not the primary contact)

Contacts

Please let us know who the key contacts will be for your project.

- The **Primary Contact** will serve as the point of contact for all project-related communications.
- The **Property Owner** is the legal owner of the property on which the project is located.

If they are the same person, you'll only need to enter contact information once.

Property Owner [Primary Contact](#)

10. Complete the additional Project Information

Project Information

Please tell us about your project

Example: I am installing a new air conditioning system and need to upgrade my panel.

0/500 characters

Are there any project site hazards? *

Select One

Are there any site access instructions (e.g. fence or locked gate)? *

Select One

Back

Continue

11. Complete Electric data information

Electric Data

Electric Information ?

Please select an existing panel size. * ?

Select One

Please select a New panel size. * ?

Select One

Total square footage of building *

Square footage

12. Click "Submit Form" button

Submit Form

