

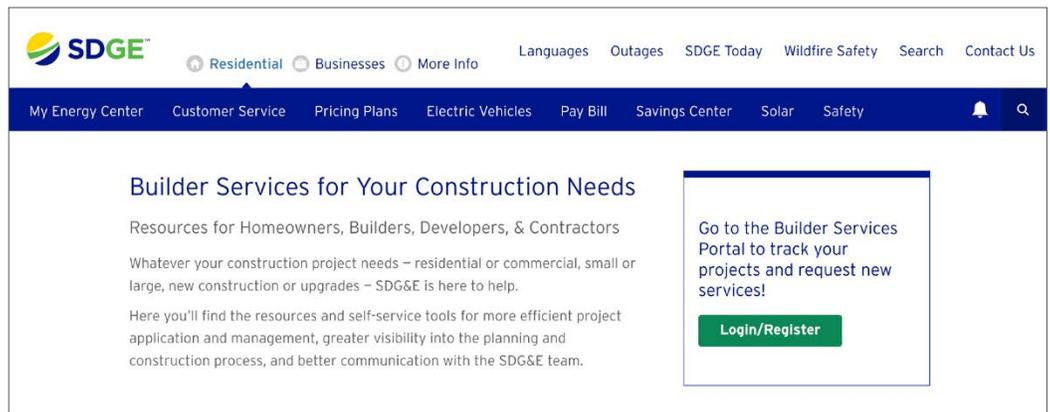


Did you know?

The Builder Services Portal shows all eligible meters for MSO jobs, so you can manage multiple sites in one place.

Builder Services MSO Billing Applications

SDG&E's Builder Service Portal (BSP) offers an online solution for customers ready to apply for a Billing Application for their Master Service Order (MSO) jobs.



Navigating the tab

Log into the Builder Services Portal and look for the tab titled Billing Application.

- The tab will appear **only** on projects with an MSO job.
- It can be accessed from the project or MSO job - either way shows the same information.

View eligible meters

- An aggregate list of all meters on MSO jobs for a project are shown on the tab.
- By default, the tab will show the MSO meters eligible for a Billing Application.
- Filter to View All to see meters that have already been processed for a Billing Application

View eligible (default)

Job Number	Service Type	Address	Lat/Long	Premise ID	Billing App Date
30000123456	Electric	9876 ROSE WAY	3	2000078785	
30000123456	Electric	9878 ROSE WAY	3	2000078785	
30000123456	Electric	9879 ROSE WAY	3	2000078784	
30000123456	Electric	9880 ROSE WAY	3	2000078786	
30000345678	Gas	9876 ROSE WAY	3	2000078789	
30000345678	Gas	9878 ROSE WAY	3	2000078785	
30000345678	Gas	9879 ROSE WAY	3	2000078784	
30000345678	Gas	9880 ROSE WAY	3	2000078786	
30000678910	Electric	5678 TULIP DRIVE	4	2000056123	
30000678910	Electric	5679 TULIP DRIVE	4	2000056124	
30000678910	Electric	5680 TULIP DRIVE	4	2000056125	

View all

Job Number	Service Type	Address	Lat/Long	Premise ID	Billing App Date
30000876543	Electric	555 GARDEN DRIVE	9	2000028777	08/07/2023 ✓
30000876543	Electric	555 FLOWER ROAD	9	2000078111	08/07/2023 ✓
30000876555	Electric	9879 LILAC AVE	9	2000028777	07/04/2024 ✓
30000876555	Electric	9888 LILAC AVE	9	2000028778	07/04/2024 ✓
30000876543	Electric	4597 OAK GROVE		2000078700	10/04/2024 ✓
30000876543	Electric	4587 OAK GROVE	9	2000078701	07/06/2024 ✓
30000876543	Gas	555 GARDEN DRIVE	10	2000056471	08/16/2023 ✓
30000876543	Gas	555 FLOWER ROAD	10	2000078701	08/24/2023 ✓
30000678910	Electric	5678 TULIP DRIVE	10	2000056123	09/05/2023 ✓
30000123456	Electric	9876 ROSE WAY	3	2000078789	
30000123456	Electric	9878 ROSE WAY	3	2000078785	



To learn more, scan QR Code or visit sdge.com/Builder-Services

Eligible = has Premise ID + does not already have a Billing Application

Submitting the billing application

Make selections

- Select the meters you would like to submit for a Billing Application.
- Meters submitted together will be on the same bill. If you would like meters on separate bills, submit a Billing Application for the specific set of meters you would like on each bill.

Generate billing application

- Once you have made your selections, click the *Generate Billing Application* button.
- Enter your contact information into the pop-up. An SDG&E® team member will reference these details to contact you with any questions or to request necessary information.

The screenshot shows a table with columns: Job Number, Service Type, Address, Lot/Bldg, Premise ID, and Billing App Date. A 'Generate Billing Application' button is highlighted in green. A pop-up form titled 'Generate Billing Application' is shown, containing fields for Company Name, Contact Name, Mailing Address, Phone Number, and Email Address, along with 'Exit' and 'Send' buttons.

Next steps

Refer to your confirmation email

- The logged-in BSP customer who submitted the Billing Application will receive a confirmation email. It will have a PDF attached showing the list of meters submitted.

Allow time for processing

- SDG&E will process your request within 7 business days. Once your request is complete, the Billing Application will be marked as complete in the BSP for the addresses provided.
- **DO NOT** submit the same addresses twice. This will cause delays.

The email header reads: 'New MSO Billing Application Received From: specialservicesdesk@sdge.com To: Logged-in BSP Customer'. It includes a PDF attachment 'New MSO Billing Application Received.pdf' and text explaining the 7-business-day processing time and providing contact information for the Special Services Desk.

RECAP: How to submit a billing application for MSOs

- 1 Log in/register for the Builder Services Portal (BSP) for access to the BSP features.
- 2 Navigate to the Billing Application tab.
- 3 Select eligible meters and submit directly to SDG&E.



For more information visit sdge.com/Builder-Services

