

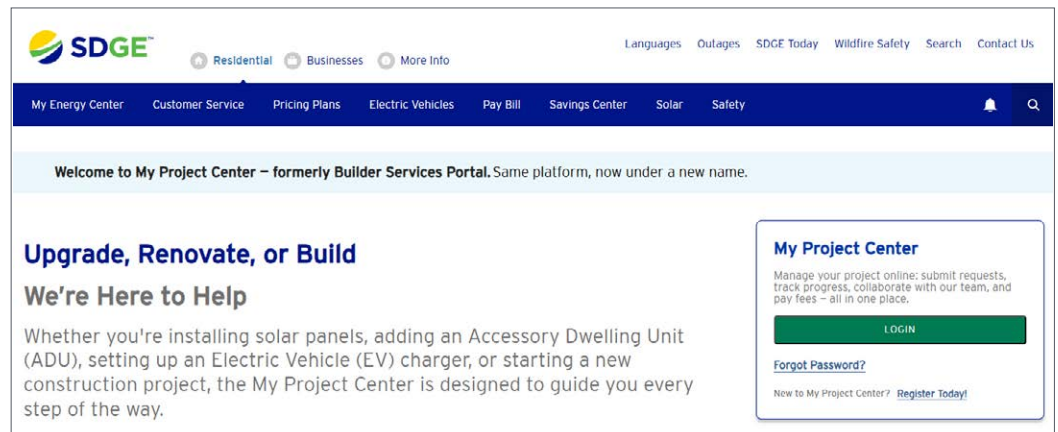


Did you know?

My Project Center shows all eligible meters for MSO jobs, so you can manage multiple sites in one place.

My Project Center MSO Billing Applications

SDG&E's My Project Center 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 My Project Center 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
300000123456	Electric	9876 ROSE WAY	3	2000078785	08/05/2024
300000123456	Electric	9878 ROSE WAY	3	2000078785	08/05/2024
300000123456	Electric	9879 ROSE WAY	3	2000078784	08/05/2024
300000123456	Electric	9880 ROSE WAY	3	2000078786	08/05/2024
300000345678	Gas	9876 ROSE WAY	3	2000078789	08/05/2024
300000345678	Gas	9878 ROSE WAY	3	2000078785	08/05/2024
300000345678	Gas	9879 ROSE WAY	3	2000078784	08/05/2024
300000345678	Gas	9880 ROSE WAY	3	2000078786	08/05/2024
300000678910	Electric	5678 TULIP DRIVE	4	2000056123	08/05/2023
300000678910	Electric	5679 TULIP DRIVE	4	2000056124	08/05/2023
300000678910	Electric	5680 TULIP DRIVE	4	2000056125	08/05/2023

View all

Job Number	Service Type	Address	Lat/Long	Premise ID	Billing App Date
300000876543	Electric	555 GARDEN DRIVE	9	2000078111	08/05/2023
300000876543	Electric	555 FLOWER ROAD	9	2000078111	08/05/2023
300000876555	Electric	9879 LILAC AVE	9	2000028777	08/05/2024
300000876555	Electric	9888 LILAC AVE	9	2000028778	08/05/2024
300000876543	Electric	4597 OAK GROVE	9	2000078700	08/05/2024
300000876543	Electric	4587 OAK GROVE	9	2000078701	08/05/2024
300000876543	Gas	555 GARDEN DRIVE	10	2000064871	08/05/2023
300000876543	Gas	555 FLOWER ROAD	10	2000078701	08/04/2023
300000678910	Electric	5678 TULIP DRIVE	10	2000056123	08/05/2023
300000123456	Electric	9876 ROSE WAY	3	2000078789	08/05/2023
300000123456	Electric	9878 ROSE WAY	3	2000078785	08/05/2023

To learn more, scan QR Code or visit sdge.com/MyProjectCenter

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

Continued on back

Submitting the billing application

Part of Step 8 in the 8 Steps to Energization Journey

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.

Job Number	Service Type	Address	Lot/Bldg	Premise ID	Billing App Date
☒ 300000123456	Electric	9876 ROSE WAY	3	2000078789	▲
☒ 300000123456	Electric	9878 ROSE WAY	3	2000078785	▲
☒ 300000123456	Electric	9879 ROSE WAY	3	2000078784	▲
☒ 300000123456	Electric	9880 ROSE WAY	3	2000078786	▲
☒ 300000345678	Gas	9876 ROSE WAY	3	2000078789	▲
☒ 300000345678	Gas	9878 ROSE WAY			
☒ 300000345678	Gas	9879 ROSE WAY			
☒ 300000345678	Gas	9880 ROSE WAY			
☒ 300000678910	Electric	5678 TULIP DRIVE			
☒ 300000678910	Electric	5679 TULIP DRIVE			
☒ 300000678910	Electric	5680 TULIP DRIVE			

Generate Billing Application

Populate the contact information associated with this billing application. Click Send to submit your selections to the Special Services Desk.

Company Name * Contact Name *

Mailing Address *

Phone Number * Email Address *

Next steps

Refer to your confirmation email

- The logged-in My Project Center 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 My Project Center for the addresses provided.
- **DO NOT** submit the same addresses twice. This will cause delays.

Special Services Desk
To: Customer

New MSO Billing Application

Thank you for submitting a Master Services Order (MSO) Billing Application through the My Project Center (MPC). See attached for a list of addresses submitted.

Once all required documentation is submitted, your request will be processed within 7 business days. DO NOT submit addresses more than once, as this will cause delays in processing your request.

Here's what happens next:

SDG&E will process your request and reach out to you for any other required information. Once your request is complete, the billing application will be marked as complete in the My Project Center (MPC) for the addresses provided.

If you have any questions or issues with this information, please contact your planner or the Special Services Desk at specialservicesdesk@sdge.com.

Thanks,
Special Services Desk

SDGE My Project Center

Thank you for submitting a Master Services Order (MSO) Billing Application through the My Project Center. See below for a list of addresses submitted.

Once all required documentation is submitted, your request will be processed within 7 business days. DO NOT submit addresses more than once, as this will cause delays in processing your request.

Here's what happens next:

SDG&E will process your request and reach out to you for any other required information. Once your request is complete, the billing application will be marked as complete in the My Project Center (MPC) for the addresses provided.

If you have any questions or issues with this information, please contact your planner or the Special Services Desk at specialservicesdesk@sdge.com.

Thanks,
Special Services Desk

Job Number	Service Type	Address	Lot/Bldg	Premise ID
300000123456	Electric	9876 ROSE WAY	3	2000078789
300000123456	Electric	9878 ROSE WAY	3	2000078785
300000123456	Electric	9879 ROSE WAY	3	2000078784
300000123456	Electric	9880 ROSE WAY	3	2000078786

RECAP: How to submit a billing application for MSOs

- 1 Log in or register to access My Project Center online features.
- 2 Navigate to the Billing Application tab.
- 3 Select eligible meters and submit directly to SDG&E.



For more information visit
sdge.com/MyProjectCenter

