# 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.

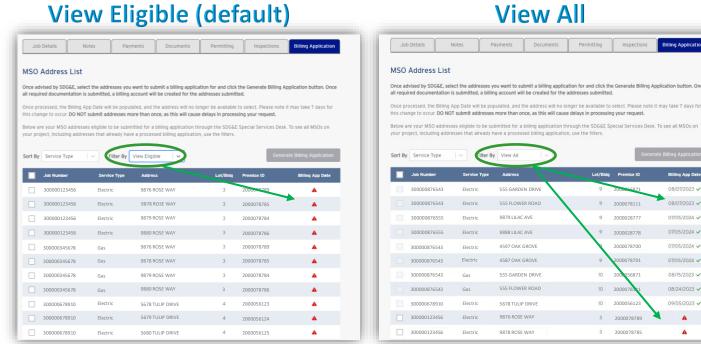
## **Navigating the Tab**

# Login to 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.



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

4587 OAK GROVE 555 GARDEN DRIVE 555 FLOWER ROAD 5678 TULIP DRIVE 200005612 9876 ROSE WAY 9878 ROSE WAY 2000078785

2000078111

2000028778

07/05/2024 🗸

08/15/2023 🗸

08/24/2023 🗸

09/05/2023 🗸

# Builder Services MSO Billing Applications



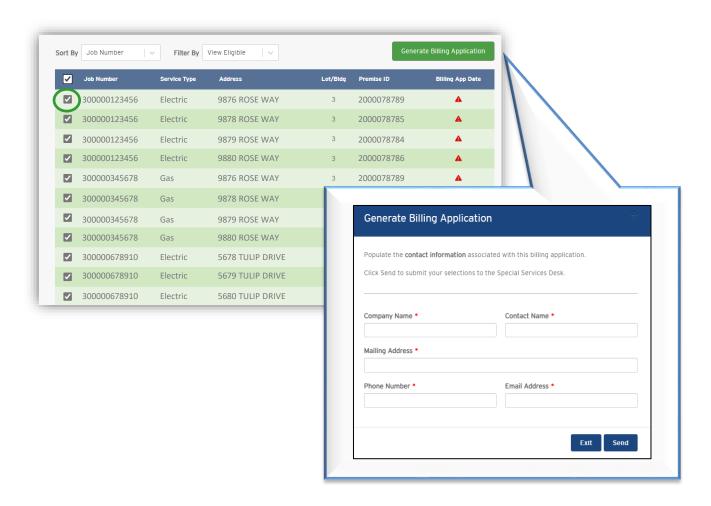
## **Submitting the Billing Application**

#### **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.



# Builder Services MSO Billing Applications



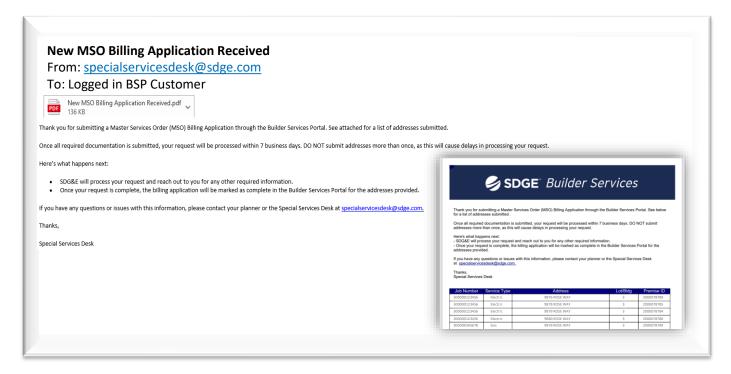
## **Next Steps**

# 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.



# How to submit a Billing Application for MSOs

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



For more information visit sdge.com/builder-services