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

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.

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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.

New MSO Billing Application Received
From: specialservicesdesk@sdge.com
To: Logged in BSP Customer

New MSO Billing Application Received.pdf
136 KB

Thank you for submitting a Master Services Order (MSO) Billing Application through the Builder Services Portal. 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 Builder Services Portal 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 Builder Services

Job Number	Service Type	Address	Lot/Bldg	Premise ID
300000123456	Electric	9876 ROSE WAY		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

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

P.O. Box 129831 | San Diego, CA 92112-9831 | 1-800-411-7343 | Connect at **sdge.com**

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