

Builder Portal – Quick Start Guide

Signing In

Go to www.we-energies.com/partners/builders. To access the Builder Portal and your work request history you will need to **Sign In**. First-time users should select sign up and enter your information. **There is no need to register twice.**

The home screen

Any active service requests you saved previously will be on the home screen once you sign in. The status of each service request is indicated in the far right column.

Some builders will have multiple pages of service requests.

If you are a first-time user or have not added service requests. Click on **Add service request +** to add a new service request.

Adding a new service request

You can add a new service request by selecting the **Add service request +** button in the top right corner of the screen.

The top portion of the form will automatically be completed with the information in your profile. You will need to enter: **Service request description** and select **Residential, Commercial or Subdivisions**, then select the type of service being requested. Finally select **Continue**.

Builder Portal

Service requests | My builder profile | Sign out

Add service request +

Service request ID	Service request description	Builder name	Energy company	Service(s) requested	Primary contact	Status
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Builder Portal

Service requests | My builder profile | Sign out

New service request | Close

Builder: Test Builder | Energy company: We Energies | Status: Incomplete

Service request description: | Service(s) requested: None

Service requested date created: Not created | Service requested date submitted: Not submitted | Service requested date completed: Not completed

Application/Contact info

Application type

Service request description *

Residential Commercial

Searching for a service request

You can search for a service request by entering information into any of the search boxes at the top or selecting from the drop-down menus provided.

Viewing service request details

You can view/add or update details for a service request by selecting the number of the service request. You will then be brought to a new screen with six tabs of information: Application/Contact info, Job information, Service information, Verify info/Authorize, Comments/Contact us and Work requests. To see job status view the Work request(s) tab.

My builder profile

In the **My builder profile** tab you can view and update your profile information. There are three sections that can be completed or updated under **My builder profile: Builder information, Contact list** and **Sub-contractor list**.

Builder Portal

Service requests | My builder profile | Sign out

Service requests

Add service request +

Service request ID	Service request description	Builder name	Energy company	Service(s) requested	Primary contact	Status
Filter by...	Filter by...	Filter by...	Choose	Filter by...	Filter by...	Choose

Builder Portal

Service requests | My builder profile | Sign out

Service request ID: 66

Save | Close | Delete

Builder: Test Builder | Energy company: We Energies | Status: Incomplete

Service request description: test | Service(s) requested: Residential: Outdoor lighting

Service requested date created: 2/23/2021 | Service requested date submitted: Not submitted | Service requested date completed: Not completed

Application/Contact info | Job information | Service information | Verify info/Authorize | Comments/Contact us

Application type

Builder Portal

Service requests | My builder profile | Sign out

Builder information | Contact list | Sub-contractor list

Builder information

Save + | Close x

Legal business name: Test Builder

Website address: Test

Tax ID: *****1111 | Energy companies: 4 items selected

Builder phone numbers

Add phone number +

Primary	Type	Description	Phone number	Actions
<input type="checkbox"/>	Business	SECONDARY	(111) 111-1111	
<input checked="" type="checkbox"/>	Business	PRIMARY	(555) 555-5555	

5 | Total entries: 2

Builder email address(es)

Add email address +