

Minnesota Energy Resources

Builder Portal – Quick Start Guide

Signing In

Go to www.minnesotaenergyresources.com/partners/builders. To access the Builder Portal and your work request history you will need to **Sign In**. If you do not already have an account you will need to select **Register for the Builder Portal** and enter your information to create an account. **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.

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

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**.

New service request

Close ✕

Builder: Ebuilder MERC Dum Energy company: Minnesota Energy R 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 Subdivisions

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**.

The screenshot shows the 'Service requests' page with a search table. The table has columns for Service request ID, Service request description, Builder name, Energy company, Service(s) requested, Primary contact, and Status. Each column has a search filter box or a dropdown menu.

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

The screenshot shows the 'Service request ID: 18' details page. It includes a 'Close' button and several input fields for Builder, Energy company, Status, Service request description, Service(s) requested, Service requested date created, and Service requested date submitted/completed. Below the form are tabs for Application/Contact info, Job information, Service information, Verify info/Authorize, Work requests, and Comments/Contact us.

Application type

The screenshot shows the 'My builder profile' page with tabs for Builder information, Contact list, and Sub-contractor list. The 'Builder information' tab is active, showing fields for Legal business name*, Website address, and Energy companies*.

The screenshot shows the 'Builder phone numbers' table with columns for Primary, Type, Description, Phone number, and Actions. It includes a 'Save' button, a 'Close' button, and a pagination bar showing 1 of 1 entries.

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

Builder email address(es)

