

Wisconsin Public Service

Builder Portal – Quick Start Guide

Signing In

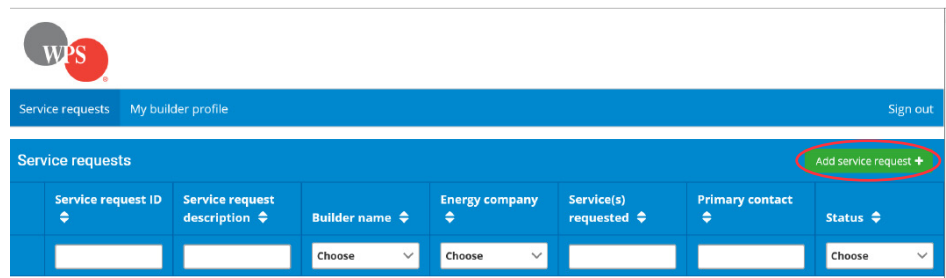
Go to www.wisconsinpublicservice.com/partners/builders. To access the Builder Portal and your work request history you will need to **Sign In**. First-time users should select sign up and enter your information. **There is no need to register twice.**

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.

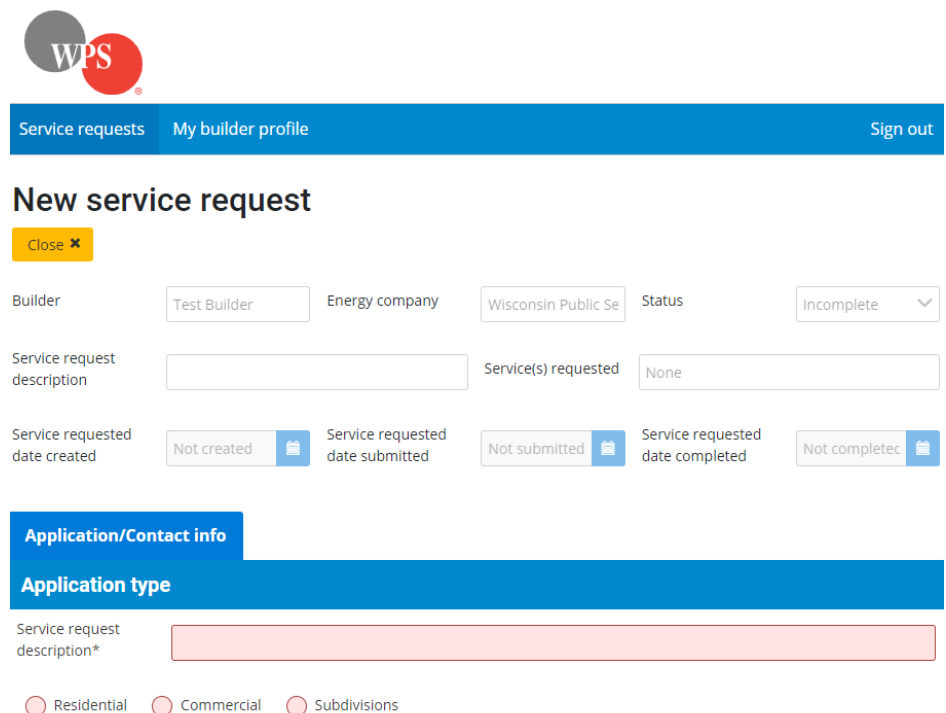
If you are a first-time user or have not added service requests. Click on **Add service request +** to add a new service request.



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**.



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, Work requests, and Comments/Contact us. 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**.



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
<input type="text"/>	<input type="text"/>	Choose	Choose	<input type="text"/>	<input type="text"/>	Choose



Service requests My builder profile Sign out

Service request ID: 57 Close


Builder Test Builder Energy company Wisconsin Public Services Status Complete

Service request description 2460 Beeker Ave Service(s) requested Residential: Natural gas new service

Service requested date created 1/22/2021 Service requested date submitted 1/22/2021 Service requested date completed 2/1/2021

Application/Contact info Job information Service information Verify info/Authorize Work requests Comments/Contact us

Application type



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Builder information Contact list Sub-contractor list


Builder information Save Close

Legal business name* Test Builder

Website address Test

Energy companies* 4 items selected

Builder phone numbers Add phone number +

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

5 1 Total entries: 1

Builder email address(es) Add email address +

