



Welcome to the **Builders Hub!**



Welcome!

The Builders Hub is an online platform designed to be a central hub to help facilitate your projects.

Everything is at your fingertips, so you can quickly and easily submit the most frequent project requests online at your convenience.

Through the Builders Hub, you'll be able to:

- Request new service lines and natural gas meters
- Submit elevated pressure requests
- Review your list of current open projects

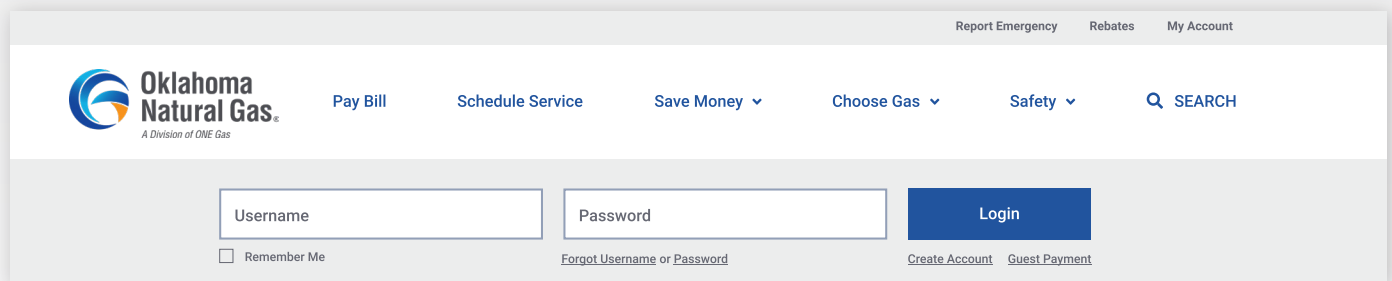
This guide is designed to be a roadmap to walk you through the functionality of the different sections of the Builders Hub, making it easy for you to get started.



If you have any questions about the Builders Hub or a current project, please contact: 866-206-9587

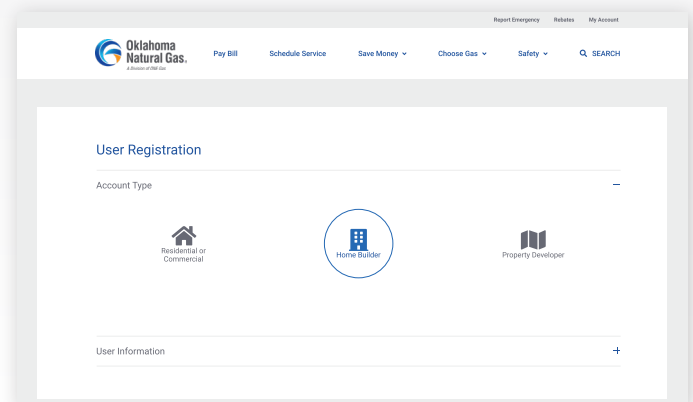
Signing In

To access the Builders Hub, you can sign in via “**My Account**” on the Oklahoma Natural Gas website homepage.



The screenshot shows the Oklahoma Natural Gas website homepage. At the top right, there are links for "Report Emergency", "Rebates", and "My Account". The main navigation bar includes the Oklahoma Natural Gas logo, "Pay Bill", "Schedule Service", "Save Money", "Choose Gas", "Safety", and a "SEARCH" button. Below the navigation bar, there is a login section with a "Username" input field, a "Password" input field, and a "Login" button. There is also a "Remember Me" checkbox, a link for "Forgot Username or Password", and links for "Create Account" and "Guest Payment".


If you are new to the Builders Hub, register for an account by visiting <https://www.oklahomanaturalgas.com/register-account>. An email address and business tax ID number are required to complete the registration.



The screenshot shows the "User Registration" page on the Oklahoma Natural Gas website. The page has a header with the same navigation links as the homepage. Below the header, there is a section titled "User Registration" with a sub-section "Account Type". Under "Account Type", there are three options: "Residential or Commercial" (with a house icon), "Home Builder" (with a house and tools icon, highlighted with a blue circle), and "Property Developer" (with a building icon). Below the "Account Type" section, there is a "User Information" section with a plus sign to expand it.

Dashboard

Report EmergencyRebatesMy AccountLogout

Pay BillSchedule ServiceSave MoneyChoose GasSafety

SEARCH

10

Name: Fred Flinstone

Company: Bedrock Builders

REQUESTS

Mine

SELECT DATE RANGE:

Last 3 Months

08

Items Needing Attention:0

Completed Items:0

Pending Items:1

SEARCH BY

BRQ #

Q

06

01

Service Requests

New Request

All

Oldest → Newest

1234 Bedrock Lane - TEST

Bedrock OK, 66213

BRQ-018219

09

07

New Line Request

Status: Submitted

04

Review

05

Files

02

Service Meter Request

03

Elevated Pressure Request

4

Builders Hub

01 New Service Request

To create a new service request, click on the orange **“New Request”** button and choose the applicable service request type. Fill out the service request form and press **“Finish”** once you’ve completed the form.

The screens on the right display what you see when entering a new request.

02 Service Meter Request

Once your natural gas service line has been installed, request your natural gas meter by completing a **“Service Meter Request.”**

Before requesting your natural gas meter, please make sure:

- If your project site is within city limits, a natural gas inspection release will need to be completed and on file.
- If your project site is outside city limits, a pressure gauge will need to be installed on your line and witnessed by our service technician upon arrival.
- If you requested elevated pressure, an approval will need to be on file.

03 Elevated Pressure Request

If you need natural gas pressure of 14" w.c. or greater at your project site, submit an elevated pressure request form. Once submitted, our team will review the request and provide approval/denial within ten business days.

The screenshot shows the 'Elevated Pressure Request Form' on the Oklahoma Natural Gas website. The form is titled 'Elevated Pressure Request Form' and includes a 'Project Information' section. It contains fields for 'Request For' (Existing Customer or New Customer), 'Customer Number', 'Customer Phone', 'Customer Email', 'Address', 'Suite', 'City', 'State', 'Zip Code', 'Subdivision', 'Apartment Building #', 'Apartment Units', 'GPS Coordinates (if new development)', 'Latitude', 'Longitude', 'In Service Date', and 'Your Role'. There is a 'Next' button at the bottom right. Below the form, there are links for 'Project Details', 'Additional Gas Load', 'Upload Documentation', and 'City Inspection'.

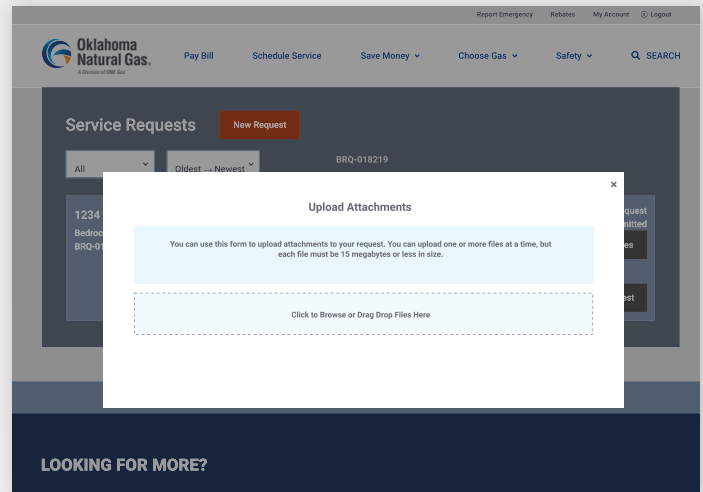
04 Review

Click here to review your submitted requests.

The screenshot shows the 'New Line Request' form on the Oklahoma Natural Gas website. The form is titled 'New Line Request' and includes a 'Status: Submitted' section. It contains fields for 'Address', 'Service Details', 'Obstructions', 'Gas Appliances', and 'Attachments'. The 'Address' field includes '1234 Bedrock Lane - TEST', 'Bedrock OK 74103', 'Subdivision: Bedrock Villa', 'Lot:', and 'Block:'. The 'Service Details' field includes 'Home Completion Date', 'Build Time', 'BTU/Hr', and 'Pressure'. The 'Obstructions' field includes 'Driveway', 'Landscaping', 'Sidewalks', 'Sod', 'Stub Out', 'Ground is within 6 inches of final grade?', and 'Meter clear of construction'. The 'Gas Appliances' field includes 'Furnace (1)', 'Hot Water (1)', and 'Range (1)'. There are 'Edit' and 'Attachments' buttons at the bottom right.

05 Files

Use this button to upload attachments to your request. You can upload one or more files of 15 megabytes or less in size each.



06 Search By

Easily filter through your current or past projects with a search by builder request number (BRQ#), city or street.

07 Status

Check the status of your project to determine if it is submitted, scheduled or completed.

08 Alerts

Check out this section to see if anything needs your attention.

09 Hourglass

These are your pending items. Once completed, the hourglass will change to a green checkmark.

10 Requests Box

View your submitted requests and/or all of your company's requests that are currently in progress.



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