Step 1: Complete Utility Service Request and Submit to BOPS (BOPS copies Energy Admin Specialist)

Step 2: Review and approve metering design and specification

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Step 3: Inspect utility and meter prior to activation

Step 4: Install/Alter/Delete Meter

Step 4a: Add meter info on Utility Service Request Form and initial meter reading

Step 5: Activate utility

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Step 6: Collect Consumption data

Step 7: Invoice F/CC Administrator