

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

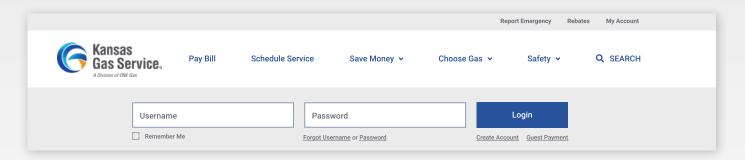
This guide is designed to be a roadmap to walk you through the functionality of the different sections of the Builders Hub, making it easy for you to get started.



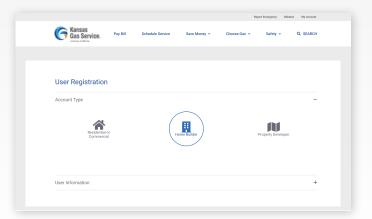
If you have any questions about the Builders Hub or a current project, please contact: 833-413-0254

Signing In

To access the Builders Hub, you can sign in via "My Account" on the Kansas Gas Service website homepage.

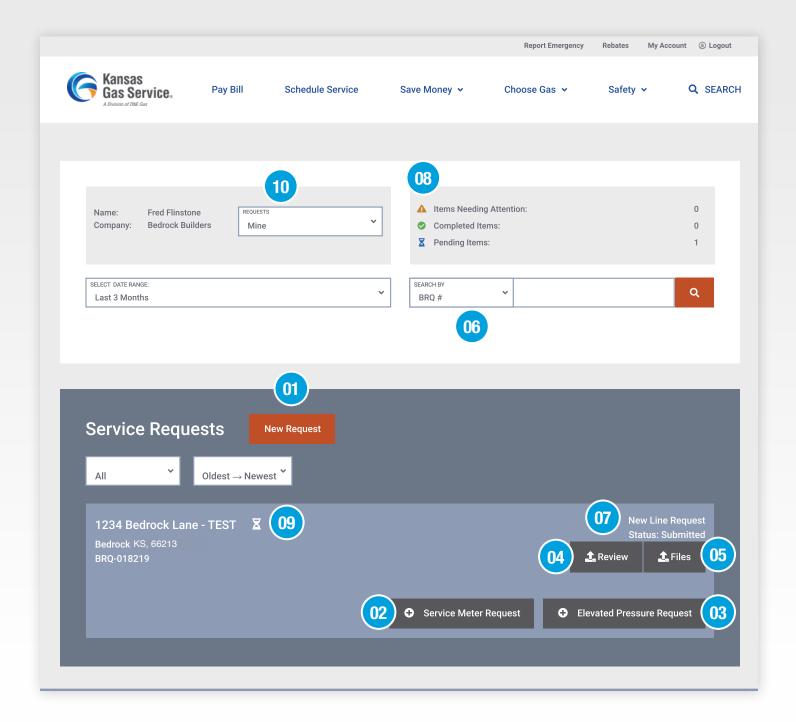


If you are new to the Builders Hub, register for an account by visiting https://www.kansasgasservice.com/ register-account. An email address and business tax ID number are required to complete the registration.





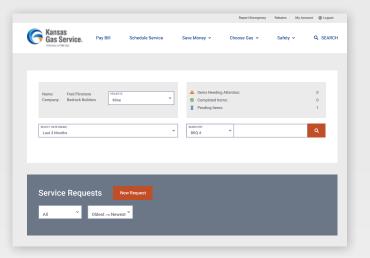
Dashboard



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.

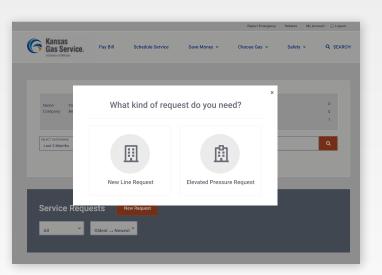


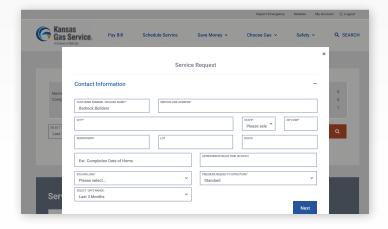
02 Service Meter Request

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.

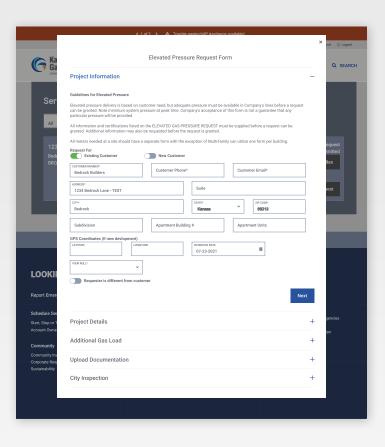






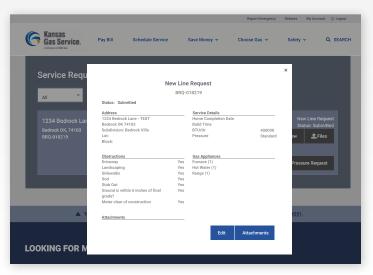
Elevated Pressure Request

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.



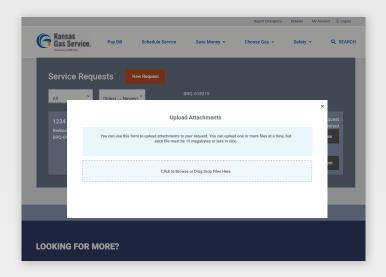
Review

Click here to review your submitted requests.



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.



Search By

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

Status

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

Alerts

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

Hourglass

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

Requests Box

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





