



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.

A screenshot of the Kansas Gas Service website homepage. The top navigation bar includes links for "Report Emergency", "Rebates", and "My Account". The main navigation bar features the Kansas Gas Service logo, "Pay Bill", "Schedule Service", "Save Money", "Choose Gas", "Safety", and a search icon. Below the navigation bar is a login form with fields for "Username" and "Password", a "Remember Me" checkbox, and a "Login" button. There are also links for "Forgot Username or Password", "Create Account", and "Guest Payment".

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.

A screenshot of the Kansas Gas Service website user registration page. The page is titled "User Registration" and features a "Account Type" section with three options: "Residential or Commercial", "Home Builder", and "Property Developer". Below this is a "User Information" section with a plus sign indicating more fields.

Dashboard

Report Emergency Rebates My Account Logout

Kansas Gas Service A Division of ONE Gas

Pay Bill Schedule Service Save Money Choose Gas Safety SEARCH

Name: Fred Flinstone
Company: Bedrock Builders

REQUESTS Mine

Items Needing Attention: 0
Completed Items: 0
Pending Items: 1

SELECT DATE RANGE: Last 3 Months

SEARCH BY BRQ #

Service Requests **New Request**

All Oldest → Newest

1234 Bedrock Lane - TEST ⌚ **09**
Bedrock KS, 66213
BRQ-018219

07 New Line Request
Status: Submitted

04 Review **05** Files

02 + Service Meter Request **03** + Elevated Pressure Request

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.

Report Emergency Rebates My Account Logout

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Name: Fred Flinstone
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REQUESTS Mine

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SELECT DATE RANGE: Last 3 Months

SEARCH BY BRQ #

Service Requests **New Request**

All Oldest → Newest

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.

Report Emergency Rebates My Account Logout

Kansas Gas Service A Division of ONE Gas

Pay Bill Schedule Service Save Money Choose Gas Safety SEARCH

Name: Fred Flinstone
Company: Bedrock Builders

REQUESTS Mine

Items Needing Attention: 0
Completed Items: 0
Pending Items: 1

SELECT DATE RANGE: Last 3 Months

SEARCH BY BRQ #

What kind of request do you need?

New Line Request Elevated Pressure Request

Service Requests **New Request**

All Oldest → Newest

Report Emergency Rebates My Account Logout

Kansas Gas Service A Division of ONE Gas

Pay Bill Schedule Service Save Money Choose Gas Safety SEARCH

Name: Fred Flinstone
Company: Bedrock Builders

REQUESTS Mine

Items Needing Attention: 0
Completed Items: 0
Pending Items: 1

SELECT DATE RANGE: Last 3 Months

SEARCH BY BRQ #

Service Request

Contact Information

CUSTOMER NUMBER (BUILDER NAME)
Bedrock Builders

SERVICE LINE ADDRESS

CITY STATE ZIP CODE

SUBDIVISION LOT BLOCK

Est. Completion Date of Home APPROXIMATE BUILD TIME (DAYS)

PRESSURE GAUGE PRESSURE NEEDED TO STRUCTURE
Standard

Next

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.

Elevated Pressure Request Form

Project Information

Guidelines for Elevated Pressure
Elevated pressure delivery is based on customer need, but adequate pressure must be available in Company's lines before a request can be granted. Note minimum system pressure at peak time. Company's acceptance of this form is not a guarantee that any particular pressure will be provided.
All information and certifications listed on the ELEVATED GAS PRESSURE REQUEST must be supplied before a request can be granted. Additional information may also be requested before the request is granted.
All meters needed at a site should have a separate form with the exception of Multi-family can utilize one form per building.

Request For
 Existing Customer New Customer

CUSTOMER NAME*
Bedrock Builders Customer Phone* Customer Email*

ADDRESS*
1234 Bedrock Lane - TEST Suite

CITY*
Bedrock STATE*
Kansas ZIP CODE*
66219

Subdivision Apartment Building # Apartment Units

GPS Coordinates (if new development)
Latitude Longitude W. Service Date
6/7/23-2021

YOUR ROLE*

Requester is different from customer

Next

Project Details +
Additional Gas Load +
Upload Documentation +
City Inspection +

04 Review

Click here to review your submitted requests.

Service Requests

New Line Request
BRQ-018219

Status: Submitted

Address
1234 Bedrock Lane - TEST
Bedrock OK 74103
Subdivision: Bedrock Villa
Loc:
Block:

Service Details
Home Completion Date
Build Time
BTU/Hr
Pressure
40000
Standard

Obstructions
Driveway Yes
Landscaping Yes
Sidewalks Yes
Sod Yes
Shub Out Yes
Ground is within 6 inches of final grade? Yes
Meter clear of construction Yes

Gas Appliances
Furnace (1)
Hot Water (1)
Range (1)

Attachments

Edit Attachments

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.

Upload Attachments

You can use this form to upload attachments to your request. You can upload one or more files at a time, but each file must be 15 megabytes or less in size.

Click to Browse or Drag Drop Files Here

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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A Division of ONE Gas



[kansasgasservice.com](https://www.kansasgasservice.com)

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