Minnesota Energy Resources

Builder Portal - Quick Start Guide

Signing In

Go to www.minnesotaenergyresources.com/partners/builders. To access the Builder Portal and your work request history you will need to Sign In. If you do not already have an account you will need to select Register for the Builder Portal and enter your information to create an account. 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.

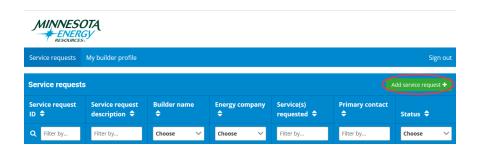
Some builders will have multiple pages of service requests.

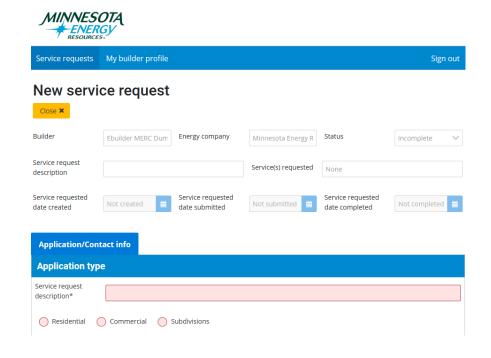
If you are a first-time user or have not added service requests. Click on **Add service request +** to add a new service request.

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, Comments/Contact us and Work requests. 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 Subcontractor list.

