Service Installation Record Instructions (Mobile)

- Open a browser on your mobile device and enter <u>https://webservices.peoples-</u> gas.com/SIR_Form into the URL.
- 2. Request a New User

PEC	OPLES [®]	
Log in.	t information to log in	
User Name Password		
Log On		
Request a new user	n <u>d?</u>	

Fill in all required fields



- You will then receive an e-mail that you will need to confirm so that user name and password will be saved in system.
- 4. Your account will need to be approved before you will be able to use Web Application
- 5. The following login page should appear. Enter your username and password then tap Log On.

PEOPLES
Service Installation Record
Log On
User name
Password
Log On

- 6. After logging into the site the page below will be shown.
 - a. Home Returns to the Home page shown below.
 - Menu Allows for navigation to the Search and Create pages without returning to the Home page. Logoff is also located under the Menu button.
 - Search Loads the page searching for previously entered service installation records.
 - d. Create Creates a new service installation record.



Expanded Menu button

A HOME		
Servi	ID: ce Installati	
Q	Q	Search
	•	Create
(0) Peoples Nati	Logoff
	_	

 Tapping the Search button on the Home page or selecting Search under the Menu button will take you to the page shown below. Enter the information to search on into fields and tap the Search button at the bottom of the page.

↑ HOME	PEOPLES	■MENU -
Sear	ch	
Project	t Information	
Develop	oment/Project Name	
Proi Cu:	stomer Name	_
Firm In	formation	
Firm Na	me	
Misc In	nformation	
Created	Date From	
		
Created	Date To	
		
OQ ID N	lumber	

	Q Searc	:h	

Existing service installation records will be shown.

Tapping on the button will display the detail page of the record.

A HOME	PEOPLES	■ MENU →
Results		
1		
Ducient Name	Ŧ	
Customer Name	T	
Firm Name	F	
Create Date	12/08/2016	
OQ ID Number	E	
Detail		A

Detail:

The Back to List button is at the bottom of the page. It is used to return to the results page. The browser back button may also be used. The phone number at the top of the page can be called by tapping on it.

↑ HOME	PEOPLES		■ MENU -	
Detail	s			
S	ervice Installation	Reco	rd	
Instruction is required call 1-888-2 Monday - Forms not rejected.	 15: Complete and subm for the first time for thi 280-2938 between 8:00 Friday to determine if t completed in their 	nit this is loca am a gas i entire	form. If gas tion, please nd 5:30 pm is available. ety will be	
NOTÉ: For I not be acce submitted by approved by Developme	NEW service line installa pted until AFTER an apj y the responsible party a y Peoples Natural Gas. •nt/Project Name	ations, plicatic and re	this form will in has been ceived and	
т				
Date SLI				
12/08/201	6			
Customer M	lame			
Т				
Contact Na	me			
Т				
Phone Tie	in			
Т				

9. Tapping the Create button or selecting Create under the Menu button will take you to the page shown below.

Enter the service installation information into the form and tap the Create button at the bottom of the page to create service installation record.

↑ HOME	PEOPLES	■MENU -
Create	Э	
S	ervice Installation	Record
Instruction is required call 1-888-2 Monday - I Forms not rejected.	 S: Complete and subn for the first time for th 80-2938 between 8:00 Friday to determine if completed in their 	nit this form. If gas nis location, please 0 am and 5:30 pm f gas is available. • entirety will be
NOTE: For N not be accep submitted by approved by	IEW service line install ited until AFTER an ap the responsible party Peoples Natural Gas.	ations, this form will plication has been and received and
Developme	nt/Project Name	
Date SLI		
	i	
Customer N	ame	
Contact Na	ne	
Phone Tie I	n	
	👱 Create	

After the record has been saved the following page will

be displayed. Tapping on the button the detail page of the record.



•

↑ HOME	VEOPLES	■MENU +
Results		
1		
Project Name	Т	
Customer Name	<u> </u>	
Firm Name	F 12/00/2010	
Create Date	12/06/2016 E	
Dotail	L	
Detan		6

Detail:

The Back to List button is at the bottom of the page. It is used to return to the results page. The browser back button may also be used.

↑ HOME	ı 🖉	PEOPLES	■ MENU +
Detai	ls		
5	Service Inst	allation Reco	ord
Instructio is required call 1-888 Monday - Forms no rejected.	ns: Complete I for the first t •280-2938 bet Friday to de ot completed	and submit this time for this loca ween 8:00 am etermine if gas i in their enti	s form. If gas ation, please and 5:30 pm is available. rety will be
not be acce submitted t approved b	epted until AF by the respons by Peoples Na ent/Project N	TER an applicati sible party and re tural Gas. ame	on has been eceived and
т			
Date SLI			
12/08/20	16		
Customer	Name		
т			
Contact N	ame		
т			
Phone Tie	In		
т			

	🗲 Ba	ack to I	List

Errors:

If there were any errors while saving the record they will be displayed at the top of the Create page and can be corrected before saving again.

