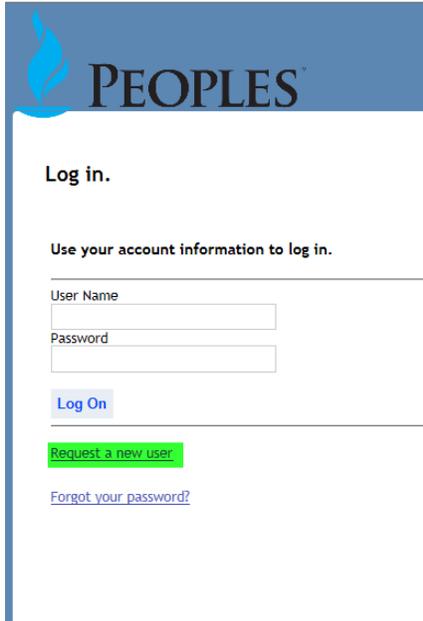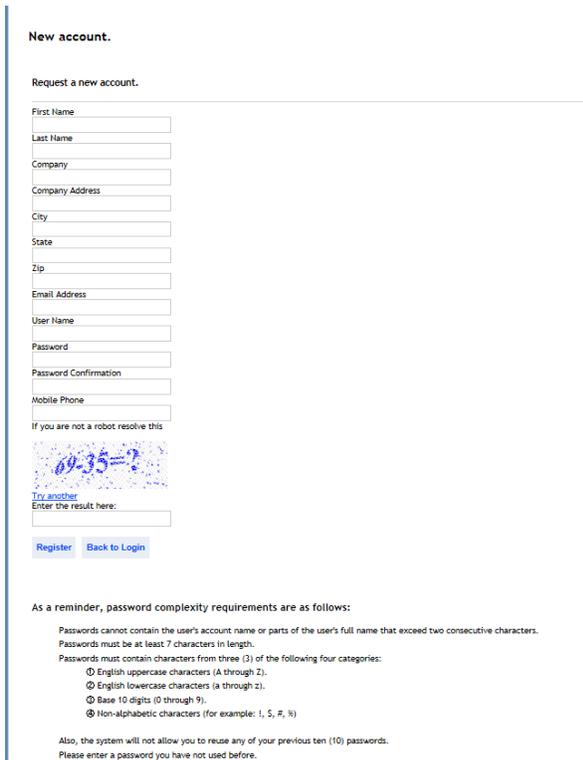# Service Installation Record Instructions (Mobile)

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


Fill in all required fields

3. 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.
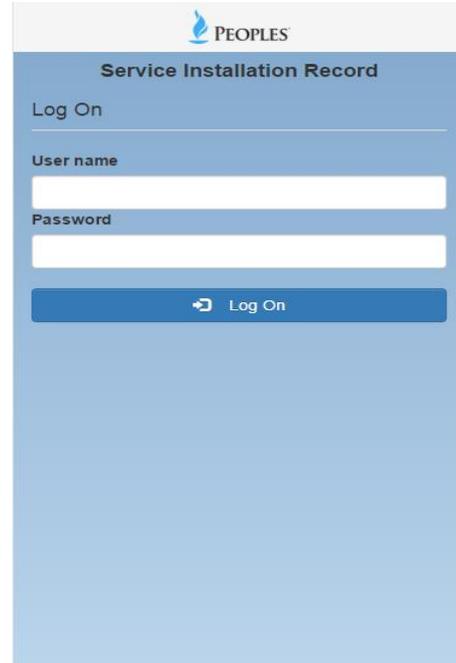
6. After logging into the site the page below will be shown.
   a. Home – Returns to the Home page shown below.
   b. Menu – Allows for navigation to the Search and Create pages without returning to the Home page. Logoff is also located under the Menu button.
   c. Search – Loads the page searching for previously entered service installation records.
   d. Create – Creates a new service installation record.
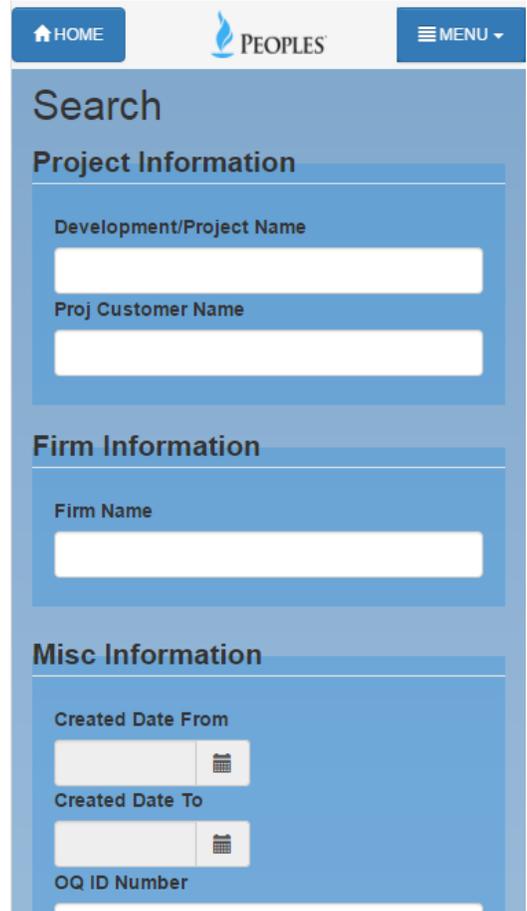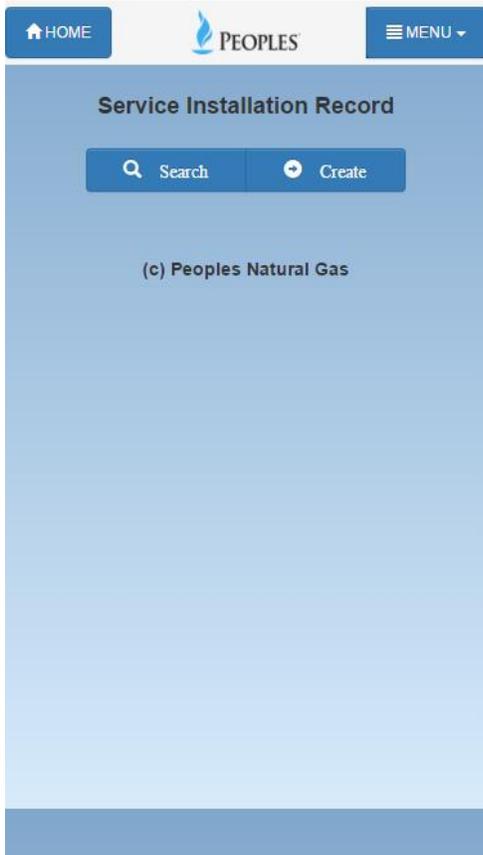
Expanded Menu button
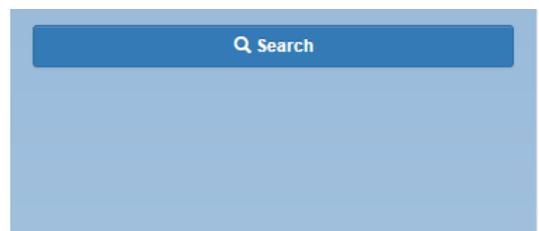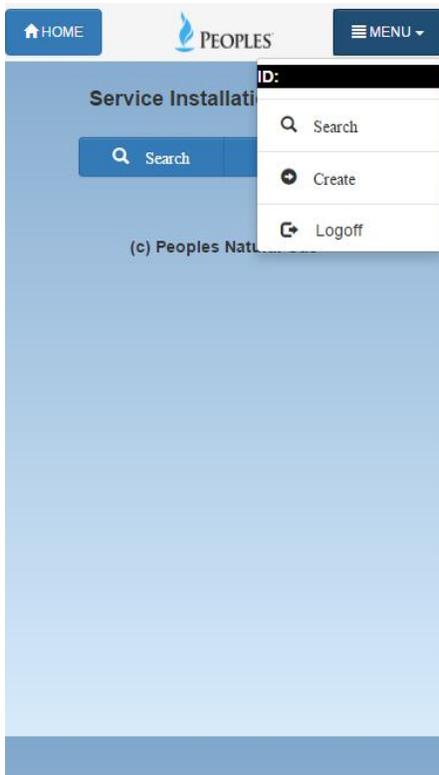
Existing service installation records will be shown.

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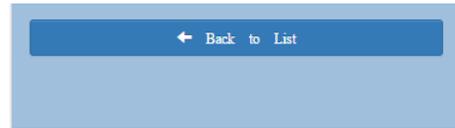
7. Tapping the Search button on the Home page or selecting Search under the Menu button will take you to the page shown below. Enter the information to search on into fields and tap the Search button at the bottom of the page.

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.
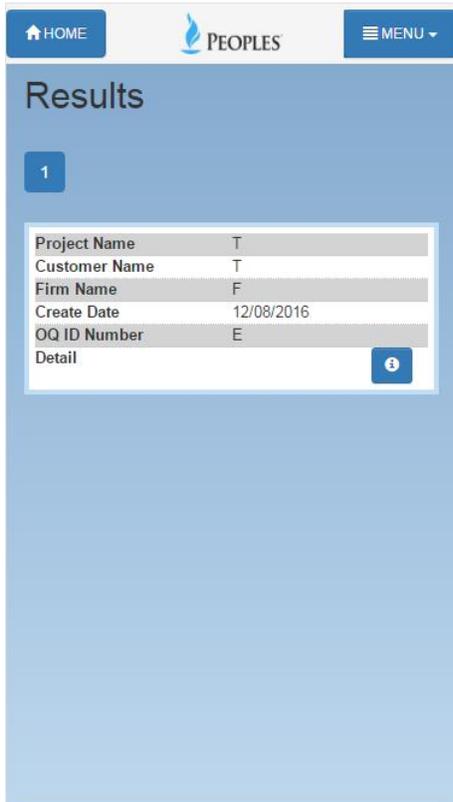
9. Tapping the Create button or selecting Create under the Menu button will take you to the page shown below. Enter the service installation information into the form and tap the Create button at the bottom of the page to create service installation record.

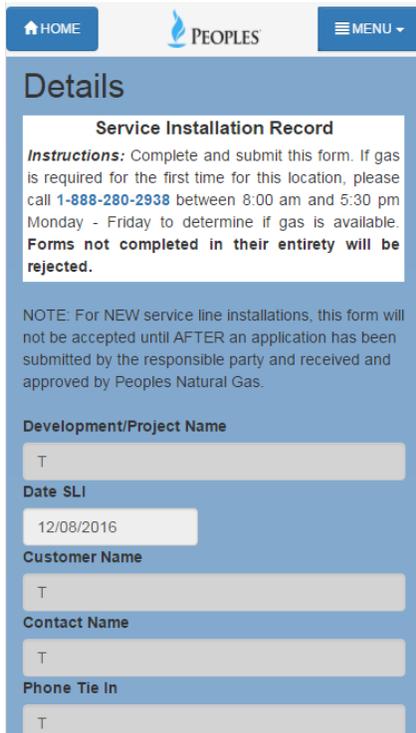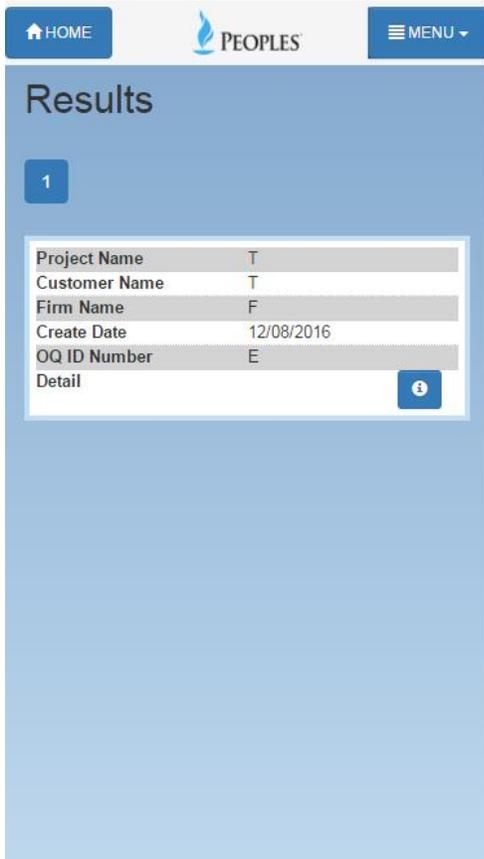After the record has been saved the following page will be displayed. Tapping on the button will display the detail page of the record.
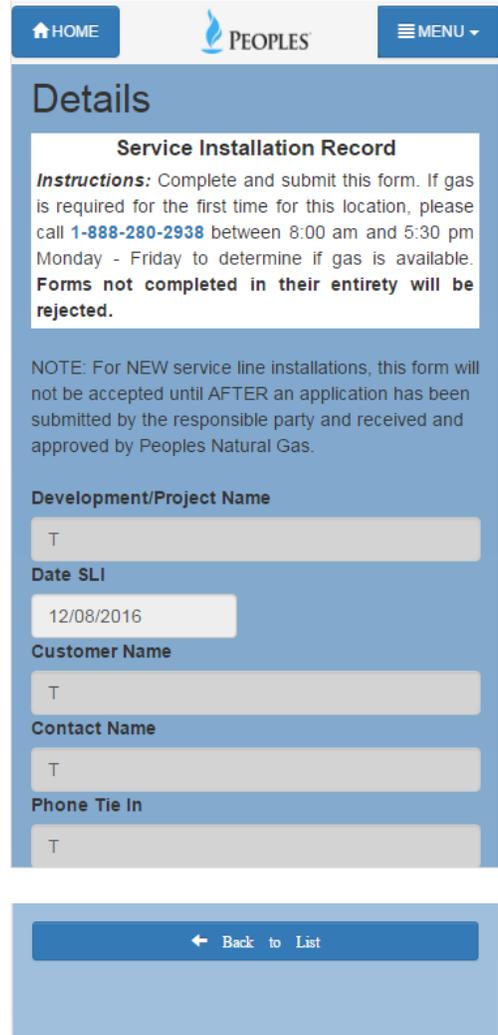
Results

1

Project Name	T
Customer Name	T
Firm Name	F
Create Date	12/08/2016
OQ ID Number	E
Detail	ℹ

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.

Details

Service Installation Record

Instructions: Complete and submit this form. If gas is required for the first time for this location, please call **1-888-280-2938** between 8:00 am and 5:30 pm Monday - Friday to determine if gas is available. **Forms not completed in their entirety will be rejected.**

NOTE: For NEW service line installations, this form will not be accepted until AFTER an application has been submitted by the responsible party and received and approved by Peoples Natural Gas.

Development/Project Name

> T

Date SLI

> 12/08/2016

Customer Name

> T

Contact Name

> T

Phone Tie In

> T

← Back to 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.

Create

Errors: ✕
- The Street Address field is required.
- The Zip field is required.
- The Qualified By field is required.
- The OQ ID Number field is required.
- The Installation and Installer acknowledgement checkbox must be checked to verify the instructions have been read.

Service Installation Record

Instructions: Complete and submit this form. If gas is required for the first time for this location, please call **1-888-280-2938** between 8:00 am and 5:30 pm Monday - Friday to determine if gas is available. **Forms not completed in their entirety will be rejected.**

NOTE: For NEW service line installations, this form will not be accepted until AFTER an application has been submitted by the responsible party and received and approved by Peoples Natural Gas.

Development/Project Name

> G