## Installing On Main Natural Gas Service Lines

| Getting Started |   | Internal Processing  | Scheduling &  | Meter Installation &  |
|-----------------|---|--|---|---|
| 2               |   | Timeline: 12-15 business days  | Construction  | Turn On   |
|                 |   | DTE Energy Contact: DTE  | Timeline: 10-15 business days   | Timeline: 2-3 business days   |
|                 |   | Energy Representative  | DTE Contact: DTE Contractor   | DTE Contact: DTE New Service<br>Representative  |
| Will Provide    | <ul> <li>Acknowledgment that request has</li> </ul>                                 | <ul> <li>Notify customer job is out<br/>for work with contractor</li> <li>Contractor contact info</li> </ul> | <ul> <li>Contractor calls customer 48<br/>hours before construction is<br/>scheduled to begin to<br/>confirm site is cleared</li> </ul> | <ul> <li>Meter set is scheduled</li> </ul>  |
|                 | been received   |  |   | <ul> <li>Send post-construction satisfaction</li> </ul>   |
|                 |   |  |   | survey  |
| Energy Wi       |   |  | <ul> <li>Contractor will inform DTE of<br/>any site or customer issues<br/>during installation process</li> </ul>                       |   |
| E               |   |  | <ul> <li>Perform installation</li> </ul>  |   |
| DTE             |   |  |   |   |
| Will Provide    | <ul> <li>Obtain application online at<br/>www.newlook.dteenergy.com/wps/</li> </ul> | <ul> <li>Coordinate install date with<br/>contractor</li> </ul>  | <ul> <li>Clear pathway for<br/>underground installation at<br/>construction site</li> <li>Building walls erected to</li> </ul>          | <ul> <li>Call DTE New Services at 800.338.0178<br/>to schedule meter set—specify<br/>whether standard set or express set</li> </ul> |
|                 | wcm/connect/dte-  | • Ensure job site readiness  |   |   |
|                 | web/quicklinks/landing-pages-   |  |   | Standard meter set requires customer  |
|                 | temp/builders/natural-gas-service or call 800.338.0178                              |  | hang meter bracket  | to have working gas appliance<br>connected to the manifold and  |
| Ň               | <ul> <li>Mail application to:</li> </ul>  |  |   | representative on-site when tech  |
| ner             | DTE Energy  |  |   | arrives   |
| ton             | New Services<br>17150 Allen Rd.   |  |   | • Express set does not require customer   |
| Customer        | Melvindale, MI 48122  |  |   | representative on-site and does not<br>require working gas appliance  |
|                 | <ul> <li>Or email application to</li> </ul>   |  |   | Complete post-construction survey   |
|                 | newcustse@dteenergy.com   |  |   | • complete post-construction survey   |