

1. Contact Bowie-Cass Electric with the **nearest meter number** to where your new service will be established, physical addresses are not helpful in this process. The requested information helps to establish your property location and assign the appropriate Staking Technician to your work order.



The Meter Number is the first number located under the Bowie-Cass logo.

2. To start this process, you will need to provide: First and Last name, SSN, DOB, TX DL, email address and mailing address. Please provide the same information for your spouse or any person that you would like have access to the account. **All service requests must be accompanied with a fully completed Application for Membership.**
3. A preliminary (soft) credit check will be obtained through Experian. You will be informed if a deposit is required and quoted the required deposit and/or fees to establish service. You may also choose the Pre-Pay Option. Fees include: \$50.00 staking fee, \$15.00 application fee, \$15.00 connect fee. Residential deposits are \$1.00 per amp = \$100.00 for a 100 amp service or \$200.00 for a 200 amp service. Commercial deposits are \$2.00 per amp. (See Member Policy #10 at [www.bcec.com](http://www.bcec.com))

Our meter bases are provided to our members free of charge. We have BCEC approved meter base distributors located in each county. We will be happy to fax a voucher over to the requested distributor releasing the meter base to you. You will have 10 days to pick up the meter base once the voucher is faxed to the distributor.

4. After deposits/fees are paid, your job will be forwarded to our “Staking Department”. Depending on prior scheduling, it could take up to 5-7 business days for a Staking Technician to visit your location. The Staking Technician can meet you, at the location, upon request.
5. The Staking Technician may quote applicable Aid in Construction charges while on site. You will also receive a packet from our Staking Clerk, via mail and email/fax, which contains any outstanding fees and any documents that may require your signature to proceed with the work order. Please sign and return all documents as soon as possible and pay all fees in order to prevent any delay in this process. (See Member Policy #7 at [www.bcec.com](http://www.bcec.com))
6. You will be responsible for wiring and setting your meter loop in place. Loop must meet BCEC Meter Specification, (see specifications at [www.bcec.com](http://www.bcec.com) click on the Downloads tab, Construction Specs). Please contact our office once your loop is ready for inspection. Your loop will be inspected 1-2 business days after reporting. Weather conditions may cause some delay.
7. There will be either a **red tag** or a **green tag** left at the meter loop. The green tag indicates that your loop has passed inspection and will be forwarded on to the final construction stage. The red tag indicates that your loop failed inspection, and you will need to make the necessary repairs that are listed on the tag. Once repairs are made, please contact our office for a re-inspection. Your **initial inspection fee is \$15.00, any re-inspection fees are \$45.00 per occurrence. The fees will be billed to your first bill.**
8. Once your work order reaches the Construction Department, you will have a 10-14 business day wait before your service is completed. Jobs are worked in the order received.