

## Steps to New Service at New Location

	<b><u>Step 1:</u></b>
<input type="checkbox"/>	Apply for membership by completing the application. The following fees need to be paid: 1. Membership fee of \$75(Non-refundable) 2. New Connect fee of \$125 (Non-refundable) 3. Deposit (if required) 4. Engineering/Staker fee - \$ 200.00 (non-refundable)
<input type="checkbox"/>	Complete the customer electric service questionnaire either online or at one of our locations
<input type="checkbox"/>	Set up an appointment to meet with the line design technician.
<input type="checkbox"/>	Pick up or download a copy of the construction specifications.
<input type="checkbox"/>	Pick up the specified meter can from a Mid-South Synergy office once you have met the technician
	<b><u>Step 2:</u></b>
<input type="checkbox"/>	Meet with the Line design technician on the scheduled date and time to discuss your service requirements.
<input type="checkbox"/>	Your Line design technician will develop a plan for the service requirements and assign any applicable costs for materials and labor
<input type="checkbox"/>	A cost estimate, easement requirements and any applicable permits will be mailed to you for your review and completion
	<b><u>Step 3:</u></b>
<input type="checkbox"/>	Review the cost estimate and secure any additional easement is necessary. Mid-south requires original easements and a copy of the first page of your deed
<input type="checkbox"/>	Pay for your portion of line construction costs by coming to one of our offices or paying it on the phone with a credit card
<input type="checkbox"/>	Complete site preparation as per the specification sheet and clear the right of way if you chose to do it yourself.
	<b><u>Step 4:</u></b>
<input type="checkbox"/>	When Step 3 is complete, please call Mid-South Synergy. One you call, your job will be released for inspection within the next 48 hours
<input type="checkbox"/>	Once all preparations are up to Mid South's necessary requirements and specifications, the job will be released for construction. If the job fails, there will be a \$40.00 trip fee and we will contact you with the reasoning.
	<b><u>Step 5:</u></b>
<input type="checkbox"/>	Once construction is completed and service is energized, regular billing will commence
<input type="checkbox"/>	Mid-South Synergy will call to complete a customer service survey.