



How to Request IOU Meter Information

This resource outlines how to request utility meter information for SOMAH applicants who are unable to collect utility data onsite.



Solar on Multifamily Affordable Housing

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SDG&E Meter Data Request Process

CONSENT-TO-SHARE PROCESS

This process is currently available to contractors and other 3rd party requestors for requesting energy-related meter data. Requestors submit their requests via www.sdge.com/cts, which generates a Letter of Authorization (LOA) to release customer data. The customer is notified and can review/approve the request. Once approved, the data is released to the requestor.

EXPEDITED METER NUMBER PROCESS

Requestors will be directed to SDG&E's Privacy Green Light (PGL) website for Energy Data Access to submit their requests. SDG&E has established an expedited review process, to be completed within 20 business days. The SDG&E SOMAH Single Point of Contact (SPOC) will collaborate with the SDG&E PGL team to securely send meter number data to the requestor once the request has been reviewed and approved.



SCE Meter Data Request Process

METER NUMBER REQUEST

1. **Request Notification:** Email sent to SOMAHsupport@sce.com and cc contact@CalSOMAH.org.
2. **Email Subject Line:** Request for Meter Number for the residential complex located at "....." to assist with a SOMAH application submittal.
3. **Email Body:** Describe the request and reasons for the request. Attach an Excel spreadsheet listing all the addresses in similar fashion as the VNM allocation form.
4. **Eligibility:** SOMAH Support to confirm with SOMAH Program Administrator project eligibility requirements are met which is needed for approval.
5. **Response:** SOMAH Support will Approve or Deny request. Approval message will include the content required in Interconnection request and a disclaimer that SCE is not responsible for the accuracy of the information.

Disclaimer

1. "SCE is providing the meter number for the address in our billing system for the residential complex (Name), located at (Address)."
2. SCE IS NOT RESPONSIBLE FOR THE ACCURACY OF THE METER PANEL ADDRESS IN SCE's BILLING SYSTEM.
 - a. SCE is not responsible for the internal wiring that goes from the panel to the individual unit(s).
 - b. The address information in our billing system was provided by the building owner and/or their contractor electrician at the time the building was built, and the SCE electric meter was installed.

- c. The Contractor or Customer (Building Owner) will validate the accuracy of the information and install permanent marking for each meter socket, meter panels, or switchboard(s) and their related meter/service disconnect to indicate the occupancy or load served in accordance with SCE's Electrical Service Requirements (ESR 16.6).

INTERCONNECTION REQUEST

1. **Proof:** Contractor (Solar Installer) will be required to provide proof (photo) of the installed permanent labeling for the occupancy or load served.
 - a. SCE's Electrical Service Requirements ([ESR 16.6](#)), requires that "Each meter socket, meter panels, or switchboard(s) and their related meter/service disconnect shall be clearly and permanently marked by the contractor or customer to indicate the occupancy or load served. The permanent labeling is important from a safety standpoint. For instance, if there was an electrical fire in a unit, one would want to be able to instantly turn off the electricity flowing to that unit.
2. **Update PowerClerk:** NEM Program Management to work with NEM-IC team to update PowerClerk to enable submittal and procedures for the reviewers. Recommend Contractor (Solar Installer) use an Affidavit with a photo for the submittal.
3. **Email Blast:** NEM Program Management to send contractor email blast with requirements.
4. **Virtual IR Consensus:** Requirement applied for all Virtual IR tariffs and their related successor tariffs (NEM-V, SOMAH-VNM, MASH-VNM, NEM-Agg).



PG&E Meter Data Request Process

1. Meter number inquiries, for projects that have an active SOMAH application, can be addressed via assistance from the SOMAH Program Administrator using the established utility data request process with PG&E that all active SOMAH applications pass through.
2. General meter number inquiries, for projects that have not yet submitted a SOMAH application, will go to the publicly promoted IOU contact for SOMAH support the following process will be used:
 - a. The customer or designated representative will email SOMAHsupport@pge.com to submit the request. The customer or designated representative will have to include all specific and accurate site address information.
 - b. PG&E will have a person designated for these meter-lookup requests and will submit the information back to PG&E's program team who will respond back to the inquirer with the information requested.



Liberty Meter Data Request Process

1. Inquiry

- a. Applicant contacts [Customer Service](#) with request for metering information.
- b. Applicant provides attestation/documentation to receive metering information.
- c. Customer Service Representative coordinates with Liberty's SOMAH Subject Matter Expert/Metering Coordinator.
- d. Meter Reader reports any meter discrepancies on a monthly basis.
- e. Meter reads by cycle are viewed daily to identify discrepancies.

2. Investigation

- a. Metering Coordinator confirms metering information in Liberty's Customer Information System.
- b. Field Services confirms metering information at property.
- c. Customer can see meter information on their bill and in their MyAccount on Liberty's website.

3. Identification

- a. Liberty provides verified metering information to Applicant.
- b. Applicant is responsible for providing access to premises and complying with Liberty's tariff under Rule 16: MULTIPLE OCCUPANCY. In a building with two or more tenants, or where Utility furnishes more than one meter on the same Premises, Utility's meters normally shall be grouped at one central location, or as otherwise specified by Utility, and each meter position for socket shall be clearly and permanently marked by Applicant, customer, or owner of the Premises to indicate the particular unit, occupancy, or load supplied by it.



PacifiCorp Meter Data Request Process

In the event that a meter number associated with a proposed SOMAH project is unreadable or missing, PacifiCorp (Pacific Power) can securely provide the meter number to either the customer or a designated representative. Steps in the process:

1. The customer or designated representative will email SOMAHsupport@pacificorp.com to submit the request.
2. PacifiCorp will confirm with the SOMAH Program Administrator that the request is valid.
3. PacifiCorp will work with the customer or designated representative to securely provide the meter number.



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