

# HOW TO:

## EFFECTIVELY BOOK YOUR ELECTRICITY CONTRACT FOR MOVE-IN

STEPS TO ENSURING YOUR ELECTRICITY ON MOVE-IN DAY



### 1: Customers Must Have A Permit/Certificate of Occupancy

Agents can look for it on the actual premise as these are supposed to be posted and visible.



### 2: Sign Your Electricity Contract

Options are: Priority Move-In, Standard Move-In, Self-Selected Switch, Standard Switch



### 3: Reach Out To Your Account Manager

Reach out to get the move-in scheduled and sent out to the supplier.

#### Priority Move-In

Commonly known as PMVI's, are usually processed the same day or the next business day. They are submitted for the date on the contract. Priority move ins across the board can take up to 1-3 business days depending on the utility and queue. If there is not a meter at the location the process can take up to 7-10 business days.

#### Standard Move-In

Orders are processed in 2-3 days and are submitted for the date on the contract. Engie is the exception states up to 20 days for move in.

#### Self-Selected Switch

Processed to occur on the start date listed on the contract. Most occur same day or up to 1 business day.

#### Standard Switch

Usually occur 2-3 days from date listed on the contract. This is the standard type of switch.