



# Alectra Joint Use Module

Application Tracking and Tenant Approval Coordination Hub

# Tenant Instruction Manual Municipal Streetlighting, Traffic Signals Signs, Banners and Decorative

# CONTENTS

Introduction	3
Process Flow – Wired, Wireless, Decorative, Streetlight, Dip	4
Logging into Alectra ATTACH	5
Dashboard	6
New Applications	7
Applications Grid	8
Pending Actions Grid	9
Application Grid Filtering and Column Views	10
Transfers	11
About	12
Application Contents	13
Pole Tab Map Window and Selection Tools	14
Pole Tab Map Navigation	15
Documents Tab	16
Tenant Responsibilities for Applications	17
Pole Attribution Requirements	
Required Documents	
Create A Streetlight Application	19
Create A Decorative Application	22
Review Submitted Application	25
Revision/Re-Submission- Engineering Clerk	27
Revision/Re-Submission- Consultant	29
	31
Awaiting Payment	
Awaiting Payment	
	35
Application Approved	35
Application Approved As Built Submission	35 36 37
Application Approved As Built Submission Application Completes	35 
Application Approved As Built Submission Application Completes Cancellations	

Welcome to Alectra's **ATTACH** or Application Tracking and Tenant Approval Coordination Hub. This new online Joint Use management tool allows for visibility and self-service of both Joint Use permit application tracking as well as double pole transfers for tenant attachments. This training manual, **Tenant Instruction Manual Municipal - Streetlighting, Traffic Signals Signs, Banners and Decorative**, guides you through the various tasks related to the Alectra joint use permitting process in ATTACH. A separate training manual, **Tenant Instruction Manual, Double Pole Transfers**, walks you through the double pole transfers section allowing you to manage and update your attachments on Alectra poles in ATTACH. We hope you'll find the workflows in this module to be familiar as they very much mimic Alectra's manual Joint Use permitting and double pole workflows that it replaces.

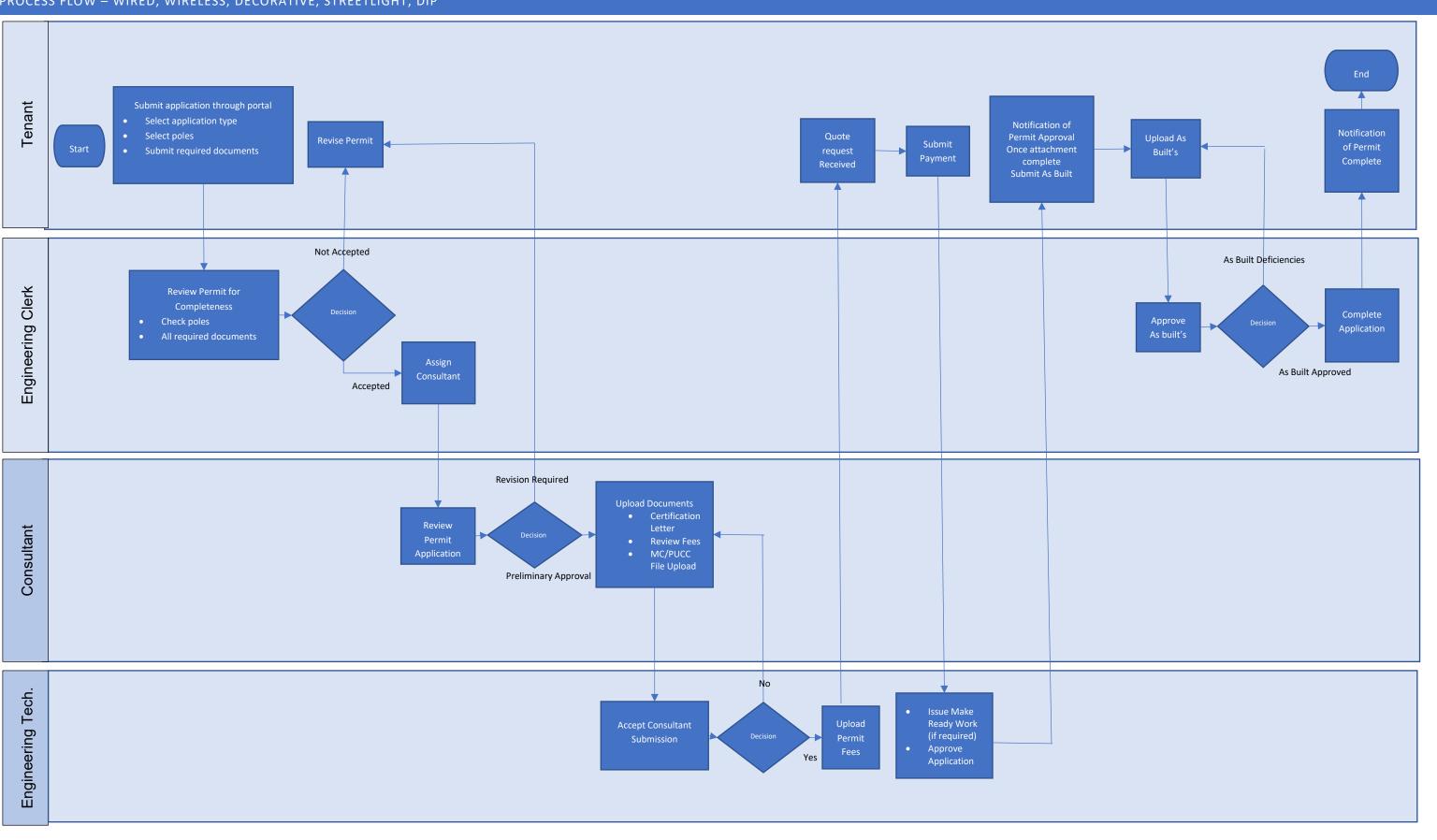
For Joint Use permitting, you'll find the application process far more user friendly than filling out columns of information in Excel permit application forms. Our tenants will no longer have to send multiple emails for permit applications due to file sizes to apply for attachment to Alectra Poles, to provide payments, or to inquire about the status of a permit review. Through ATTACH, tenants can simply log in to their account and visually select poles in a Google Maps-like GIS environment to apply, upload required application documents and payments, and/or check the status of a permit submission. ATTACH will also provide automated notifications when a next step in the permit application process requires your attention and when your permit is completed and has received approval.

Once logged in to ATTACH, you'll find a menu of all permit application types including Wireline, Wireless, Decorative, Streetlights, and Dip applications which all follow a similar workflow. ATTACH also assists the user in knowing which documents must be uploaded for each permit type by flagging them as 'required documents' before a permit can be submitted. Applying for a permanent Removal of attachments and providing the O. Reg. 22/04 declaration is also submitted through ATTACH as are Bonding requests.

For transfers on Alectra double poles, ATTACH will automatically notify tenants when new double poles have been created and inform each tenant on which specific poles their attachments need to be transferred. These lists of double pole transfers are also managed in ATTACH allowing tenants to notify Alectra of transfers completed in the same user-friendly Maps-based system as permit applications. The system will offer the tenant options such as updating transfers completed inhouse, assigning the transfers to the common Alectra double poles contractor you've worked with in the past, or applying for a deferral for specific pole transfers.

We think you'll find this training manual to be a thorough and comprehensive reference to refer back to as you learn to navigate Alectra's ATTACH. This manual can also be used in conjunction with training videos posted on the Alectra website that guide you step by step through various processes such as submitting a permit, uploading a payment, submitting as-builts, etc.





#### LOGGING INTO ALECTRA ATTACH

The Alectra ATTACH Module requires user authentication to allow users access to the site. Authentication - Usernames and Passwords need to be preestablished by contacting Alectra Joint Use Team.

Alectra ATTACH Module is a web-based module that works with Google Chrome, Microsoft Edge, Firefox or Safari browsers.

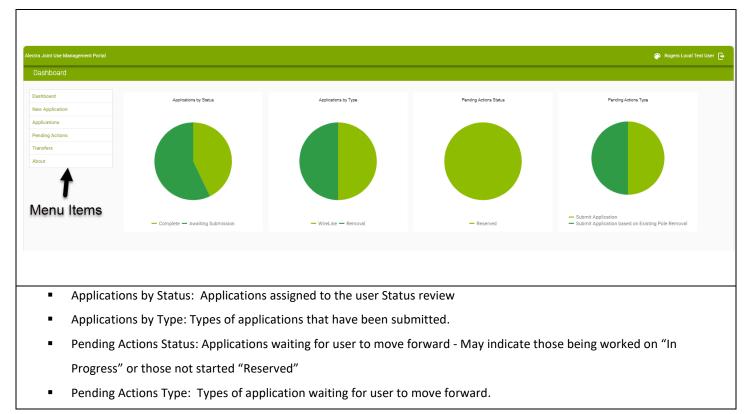
To Open Alectra ATTACH Module navigate to https://alectraattach.alectrautilities.com/attach

Note: Add site to favorites list or create desktop shortcut.

	Sign in to your account	
	Username or email	
	Password 2	
	Sign In 3	
	Or sign in with	
	Alectra OKTA oidc	
1. Enter: UserName	I	
<ol> <li>Enter: Password</li> <li>Click "Sign In"</li> </ol>		
A Tenant liser has access to t	their own applications and can only edit attachments assigned to their own username and	d designated
	ou are requesting a removal application you will only see poles with your company's attac	

Once logged on the user will be presented with a dashboard. The dashboard content differs, and changes based on the user's activity within the module.

The menu items are to the left of the dashboard symbols.



Tenants can create 7 different types of applications to submit to Alectra.

- Wireline
- Wireless
- Streetlight
- Decorative
- Dip Request
- Tenant Removal
- Bonding Request

Once you select your application type and create the application the type cannot be changed. If you have made a error in choosing the application type you may cancel the application.

New Application		
Dashboard	Select one of the following options to start a new application	
New Application	Tenant Attachment - Wireline	
Applications	Tenant Attachment - Witeline	
Pending Actions	Tenant Attachment - Wireless	
Transfers	Tenant Attachment - Streetlight	
About	Tenant Attachment - Decorative	
	Tenant Attachment - Dip Request	
	Tenant Removal	
	Bonding Request	

The Application grid lists all applications associated with the current user. The command column to the right exposes the "Open" command that brings up a review form that lists the available attributes, poles and documents of the application. When you open from the Applications grid the view is read only.

									ical Test User 📔
							0	- manage and a c	Jump
÷								ommand co	numn
Export to Excel	Export to PDF								
Permit Number	Applicant Reference	Application Type	Project Description	Status :	Region :	Last Update Date 🗍 🗄	Submitted on Date	Consultant Assigned	Comm :
T	T	T	T	T	T	month	month _ 🛱 🝸	T	
									Open
	Test Wireline		Hamilton		WEST				Open
		WireLine							Open
AR-000000238		Removal		Awaiting Submission		Apr 3, 2024 9:10 AM	Apr 3, 2024 9:10 AM		Open
JU-0000000702		WireLine		Awaiting Submission		Apr 2, 2024 3:02 PM	Apr 2, 2024 3:02 PM		Open
AR-000000236		Removal		Awaiting Submission		Apr 2, 2024 2:25 PM	Apr 2, 2024 2:25 PM		Open
HW2024-081	test loop	WireLine	upper gage	Complete	WEST	Apr 2, 2024 1:30 PM	Apr 2, 2024 1:19 PM	cima_west	Open
HW2024-080	test loop for inspection	WireLine	west	Complete	WEST	Apr 2, 2024 1:19 PM	Apr 2, 2024 1:06 PM	cima_west	Open
HM2024-023	Rogers Dip	Dip	Rogers Dip	Complete	CENTRAL SOUTH	Apr 2, 2024 10:00 AM	Apr 2, 2024 8:39 AM	cima_west	Open
	Permit Number : T HVV2024-082 JU-0000000711 AR-000000238 JU-0000000236 HVV2024-081 HVV2024-081	Y         Y           HW2024-082         Test Wireline           JuH-0000000711         Image: Compare the second sec	Permit Number         Applicant Reference.         Application Type         Implication Type	Permit Number         Applicant Reference.         Application Type         Project Description         I           Y<	Permit Number     Applicant Reference.     Application Type     Project Description     Status       T     T     T     T     T       HW2024-082     Test Wireline     WireLine     Hamilton     Submitted to Coordinator       JU-0000000711     Test Wireline     WireLine     Hamilton     Submitted to Coordinator       JU-0000000072     Test Wireline     Renoval     Awatting Submitsation       JU-000000072     Renoval     Awatting Submitsation       AP0000000236     Renoval     Awatting Submitsation       HW2024-081     test loop     WireLine     upper gage       HW2024-081     test loop for inspection     WireLine     upper gage	Permit Number if       Applicant Reference. if       Application Type if       Project Description if       Status if       Region       If         Image: Constraint of the state in the state i	Permit Number i       Applicant Reference. i       Application Type i       Project Description i       Status i       Region i       Last Update Date 4 i         Image: Control Contro Control Control Control Contro Control Control Control	Image: Depart to Excel       Applicant Reference       Application Type       Project Description       Status       Region       Last Update Date       Submitted on Date	Permit Number i       Application Type i       Project Description i       Status i       Region i       Last Update Date i       Submitted on Date i       Consultant Assigned i         Image: Description i       Image: Description i       Status i       Region i       Last Update Date i       Submitted on Date i       Consultant Assigned i         Image: Description i       Image: Description i       Status i       Region i       Last Update Date i       Submitted on Date i       Consultant Assigned i         Image: Description i

The Pending Actions grid lists all the tasks that are waiting for the current user to action on. The command column to the right exposes the "Open" command that brings up the form that represents the user task. Only the applications on the Pending actions grid have actions for the user.

ctra Joint Use Management Po									🕐 Rogers	s Local Test User [
Pending Actions										
Dashboard	Export to Excel	🔓 Export to PD	F						Com	mand Column
New Application	Permit Number	Applicant	Applicatio	Project Description :	Action Sta	Region :	Last Updat	Submitted	Consultant	ommand :
Applications	T	T	T	Ŧ	T	T			T	1
Pending Actions Transfers	JU-000000818		WireLine	Tenant Attachment-WireLine	Reserved		Apr 30, 2024 1:27 PM	Apr 30, 2024 1:27 PM		Open
About	AR-000000301		Removal	Attachment Removal	Reserved		Apr 30, 2024 1:23 PM	Apr 30, 2024 1:23 PM		Open
	JU-000000817		WireLine	Tenant Attachment-WireLine	Reserved		Apr 30, 2024 9:20 AM	Apr 30, 2024 9:20 AM		Open
				D						

The Application Grid and the Pending Actions Grids support Column filtering, hide columns, export to Excel or PDF and grid content control.

In the filter field user fills in a word that they want to filter on	Арр	sint Use Management Portal Nications									Acgers	.ocal Test User 🕞
					And Sector Trees	Protont Provide law	Contra 1	1 During	1 Confliction Print 4 1	Dammer and Date of 1	Considerat Aminorat	Anna 1
			T	Y	т	T T			Month_ Carr	month 🖬 🝸	Consultant Assigned	Comm
•			HW2024-082	Test Wireline	WireLine	Hamilton	Submitted to Coordinat		Is equal to 04 11:34 AM	Apr 3, 2024 11:32 AM		Open 🔺
"West" will assume "Contains")	About		HW2024-081	test loop for inspection	WireLine WireLine	upper gage west	Complete Complete	WEST	Contains 2 41:39 PM Cores not contains Starts with Ends with Is mull	Арг 2, 2024 1:19 РМ Арг 2, 2024 1:06 РМ	cima_west	Open Open
Columns	Afecta Joint Applic	Use Management Portal BTIONS									Acces	n Local Test User 🕞
Click on the 3 dot context	Dashboar	d	6E Export to Freed	Export to PDF								0
menu				Applicant Reference.		Project Description 1	Status	l Region	E Last Update Date	Submitted on Date	Consultant Assigned	I Comm_ I
Deselect by clicking on or			<b>T</b> HW2024-082	Test Wireline	WireLine	T	Submitted to Coordinat	WEST or WEST	T T Month _ 🖬 T	month _ 🗔 🝸 Apr 3, 2024 11:32 AM	20	emit Number
	About		HW2024-081	test loop	WireLine	upper gage	Complete	WEST	Apr 2, 2024 1:30 PM	Apr 2, 2024 1:19 PM		licant Reference
Click apply											<b>V</b> F <b>V</b> S	roject Description tatus 🗸
t to Excel or PDF		•										
Click on Export to Excel	-	-							Downloads			z
Link									Applications (	4).pdf	G	∋ ŵ
Or									Open file			
Click on Export to PDF	HW2024-081	test loop			upper gage	Complete			Applications (4	4).xlsx		
Link	HW2024-080	test loop for inspe	ction WireLi	ne	west	Complete			Open file			
can be controlled .												
Click the drop down at items by page.						50		2				
Click to Select another option.		H 4	Page	e 1 (	of1 ►		-	tems pe	er page 🚺			
	in a word that they want to filter on. Select Contains in the filter list. (Contains is the default , so just typing in "West" will assume "Contains") Columns Click on the 3 dot context menu Deselect by clicking on or off the check boxes Click apply t to Excel or PDF Click on Export to Excel Link Or Click on Export to PDF Link ir Excel will download Content content is shown page by The number of items per can be controlled . Click the drop down at items by page. Click to Select another	in a word that they want to filter on. Select Contains in the filter list. (Contains is the default , so just typing in "West" will assume "Contains") Columns Click on the 3 dot context menu Deselect by clicking on or off the check boxes Click apply t to Excel or PDF Click on Export to Excel Link Or Click on Export to PDF Link or Excel will download Content is shown page by The number of items per can be controlled . Click the drop down at items by page. Click to Select another	in a word that they want to filter on. Select Contains in the filter list. (Contains is the default , so just typing in "West" will assume "Contains") Columns Click on the 3 dot context menu Deselect by clicking on or off the check boxes Click apply Click on Export to Excel Link or Excel will download Content is shown page by The number of items per can be controlled . Click the drop down at items by page. Click to Select another	in a word that they want to filter on. Select Contains in the filter list. (Contains is the default , so just typing in "West" will assume "Contains") Click on the 3 dot context menu Deselect by clicking on or off the check boxes Click apply tto Excel or PDF Click on Export to Excel Link Or Click on Export to PDF Link r Excel will download Content content is shown page by The number of items per can be controlled . Click the drop down at items by page. Click to Select another	<pre>in a word that they want to filter on. Select Contains in the filter list. (Contains is the default , so just typing in "West" will assume "Contains")  Columns Click on the 3 dot context menu Deselect by clicking on or off the check boxes Click apply  t to Excel or PDF Click on Export to Excel Link or Click on Export to PDF Link r Excel will download Content content is shown page by The number of items per can be controlled . Click the drop down at items by page. Click to Select another</pre>	in a word that they want to filter on. Select Contains in the filter list. (Contains is the default , so just typing in "West" will assume "Contains") Columns Click on the 3 dot context menu Deselect by clicking on or off the check boxes Click apply t to Excel or PDF Click on Export to Excel Link or Click on Export to PDF Link r Excel will download Content shown page by The number of items per can be controlled . Click the drop down at items by page. Click to Select another	in a word that they want to filter on. Select Contains in the filter list. (Contains is the default , so just typing in "West" will assume "Contains") Click on the 3 dot context menu Deselect by clicking on or off the check boxes Click apply <u>t to Excel or PDF</u> Click on Export to PDF Link Or Click on Export to PDF Link or content is shown page by The number of items per can be controlled . Click the drop down at items by page. Click to Select another	in a word that they want to filter on. Select Contains in the filter list. (Contains is the default , so just typing in "West" will assume "Contains") Columns Click on the 3 dot context menu Deselect by clicking on or off the check boxes Click apply t to Excel or PDF Click on Export to Excel Link Or Click on Export to PDF Link r Excel will download Content is shown page by The number of items per can be controlled . Click the drop down at items by page. Click to Select another	in a word that they want to filter on. Select Contains in the filter list. (Contains is the default , so just typing in "West" will assume "Contains") Columns Click on the 3 dot context menu Deselect by clicking on or off the check boxes Click apply to Excel or PDE Click on Export to Excel Link Or Click on Export to PDF Link r Excel will download Content sontent is shown page by The number of items per can be controlled . Click to Select another	in a word that they want to filter on. Select Contains in the filter list. (Contains is the default, so just typing in "West" will assume "Contains") Columns Click on the 3 dot context menu Deselect by clicking on or off the check boxes Click apply tto Excel or PDF Click on Export to Excel Link Or Click on Export to PDF Link r Excel will download Content software is shown page by The number of items per can be controlled . Click to Select another	in a word that they want to filter on. Select Contains in the filter list. (Contains is the default, so just typing in "West" will assume "Contains") Columns Click on the 3 dot context menu Deselect by clicking on or off the check boxes Click an Export to Excel Link Or Click on Export to PDF Click on Export to PDF Link r Excel will download Content is shown page by The number of items per can be controlled . Click to Select another	in a word that they want to filter on. Select Contains in the filter list. (Contains is the default, so just typing in "West" will assume "Contains")

Transfer lists are a list of poles sent to each tenant that has an existing attachment on the pole. Alectra has replaced the pole with a new pole and requires the tenant to transfer/remove their existing attachment to the new pole.

Transfer lists are initiated by Alectra on a monthly basis and sent to Tenants. Tenants then have options such as:

- Remove attachment.
- Pole to Pole transfer.
- Defer to a later date.
- Send to an Alectra approved Contractor to complete the transfer.

The transfers tab (below) lists all individual attachments that require a transfer activity.

- The 'Open' command will open the appropriate transfer request. The attachments are color coded:
  - Green under 20 days
  - Yellow 21 60 days
  - Red greater than 6 months

Note: If the transfer grid shows Red- greater than 6 months, the list has been sent to an Alectra Approved Contractor and the tenant will no longer be able to open the file for action.

Transfers								
Dashboard	K∰ Export to Excel	Export to PDF						
New Application	Application Number	Date ↓ :	OUTSTANDING	Pole Number	Attachment Permi	Time Frame	Region	Comm
Applications		mont 🛱 🍸	T	T	T	T	Ţ	
Pending Actions								*
Transfers	TX-000000058	March 10, 2023 10:43 AM	0	P15847	ET-106-2002	PENDING	CENTRAL SOUTH	Open
About	TX-000000058	March 10, 2023 10:43 AM	0	P01569	unknown	PENDING	CENTRAL SOUTH	Open
	TX-000000058	March 10, 2023 10:43 AM	0	P15064	RC-99-15	PENDING	CENTRAL SOUTH	Open
	TX-000000058	March 10, 2023 10:43 AM	0	P02769	TC-73-226	PENDING	CENTRAL SOUTH	Open
	TX-000000058	March 10, 2023 10:43 AM	0	P01569	ET-63-2002	PENDING	CENTRAL SOUTH	Open
	TX-000000058	March 10, 2023 10:43 AM	0	P15847	RC-98-4	PENDING	CENTRAL SOUTH	Open
	TX-000000058	March 10, 2023 10:43 AM	0	P02765	TC-73-228	PENDING	CENTRAL SOUTH	Open
	TX-000000058	March 10, 2023 10:43 AM	0	P15064	ET-130-2003	PENDING	CENTRAL SOUTH	Open
	JU-000000903	January 16, 2023 12:55 PM	53	54406	20130131	PENDING	WEST	Open
	JU-000000903	January 16, 2023 12:55 PM	53	46149_OLD	20170829	PENDING	WEST	Open

A simple list of current Software Components Versions.

About	
Dashboard Joint Use Management Portal	
New Application	
Applications Client Version : 3.4.2302.41	
Pending Actions Server Version : 3.4.2403.0	
Transfers	
About JBPM Container Version : JointUse	

# APPLICATION CONTENTS

When creating applications, the user is typically presented with a three-piece form.

- **General Tab**
- Poles Tab
- **Documents** Tab

The form can be "Saved" at any point to allow the user to store the partially completed form. Once the form is completed it is "Submitted" to Alectra. "Cancellation" will allow the user to delete a partially completed application before it is submitted. Once submitted, a "Cancelation" request must be approved by Alectra before deletion.

#### **GENERAL TAB**

Alectra	a Joint Use Management Portal					🍄 York Region 🕞
Sı	ubmit New Streetlight Applicat	tion (Reserved)				
Das	shboard	General Poles	Documents			
Net	w Application	PLICATION				
App	plications	LICATION				
Per	nding Actions	Joint Use Application		Region *	Guelph Application	
Tra	insfers			3	For Guelph no GIS yet so no Poles	
Abo	out Pen	mit Number	Applicant Reference Number *			
		be generated once Region defined and ad ject Description *	3		\$	
	REF	PRESENTATIVE INFORMATION		h		
	Nar		Phone *	Email *		
	Nar	6	()	Email *		
	5	Submit Save Cancel Application				
1.	Permit Number		A read only f	field that is syste	em populated based	on poles selected by the pole tab.
2.	Applicant Refere	nce Number	Tenants inte	rnal reference n	umber.	Required Field on Entry*
3.	Region		A read only f	field that is syste	em populated based	on poles selected by the pole tab.
4.	Guelph Applicati	on	As the Guelo	h data is not ve	t in the GIS System.	this selection allows tenant to process a
		•		•	oring the pole tab	
5.	Project Descripti	on	Description of	of Project		Required Field on Entry*
6.	Representative I	nformation	Name, Phon	e, Email		Required Field on Entry*

# POLE TAB MAP WINDOW AND SELECTION TOOLS

The Poles' tab allows the user to select the pole(s) from Alectra GIS to tie the application to. By tying directly to the Pole assets, it verifies the pole data is valid in the system and allows automatic association with the target pole(s).

Alecta Juitt Use Management Parlal	General Poles Documents	2 Edical Dr Edical Dr Edical Dr Edical Dr	Search Address 3	T ATTAC. AND SIDE ET UGHT ROAD
<ol> <li>Map Window</li> <li>Hovering over a pole with the second secon</li></ol>	he mouse will present a floating	box with pole at	tribution expos	ed to the module. Pole Number,
	ner, Installation Year and the FID			
-	Known location and presenting the ult will present you to that location		125 mbawk rd 125 Mohawk Rd, Ancaste 125 Mohawk Rd, Brant, O	thod Cable T. Position
<b>4. Select Poles by Point</b> Allows the user to select a single Once initiated, the user can sele	e pole on the map. ect as many poles as required, on	e at a time.		*
<ol> <li>Select Poles by Polygon Allows the user to draw a n number of poles in the area</li> </ol>	nulti sided polygon that encompa n.	sses any	ря М	
6. Cancel Drawing Command Cancels the selection mode pre-	viously invoked			Â
the selected entries.	e selected in the grid, this comm ext to the pole, all rows of the po it easy to act on the entire grid		Î	Pole         Installa         Type - A         Memod         Cable T         Position           C         P02227         F
attributes command allows the that make up the attribution. T multi attachment, or ALL attach	IRED when submitting an applica user to select from drop-down lis he command can work on a single ments in the application.	sts the values	D	Modify Attributes         ×           resolution         •           Mile         •           Mile         •           Mile         •           Products         •           Apply         Cancel
9. Pole Count				Pole Count: 11
10. Pole Grid	11. Submit Application	12. Save	Application	13. Cancel Application

		Mouse Navigation
ഹ്ന		Hold down the left mouse button, navigate left, right, up or down.
$\sim$	Move the Map	A user can visually confirm they are in map navigation mode when the mouse/cursor appears
		as the mouse pan hand 🖑
	Zoom	Zoom in or out using scroll wheel on the mouse
		Shift key and left mouse click together followed by a mouse drag to define the view rectangle.
	Window Area	Once the left mouse click is released, the map will change its extents to represent the area
		drawn by the Window Area command.
		Key Board Navigation
+-		zoom in / out in the map window
4		Move left or right in the map window
<b>↑</b> ↓		Move up or down in the map window
(•)	Busy Icon	The system may respond with a busy icon near the top and left side of the module. This icon provides confirmation that the application is active and waiting or loading data received.

#### DOCUMENTS TAB

The 'Documents" tab allows the user to attach various documents to accompany the application. Documents vary depending on the type of application. Documents indicated with an asterisk MUST be added to allow the submission of the application. Each Document slot allows for a SINGLE document to be selected.

ectra Joint Use Management Po								🍄 York Region 🕒
Submit New Streetlig	ght Application (Reserved)							
Dashboard	General	Poles	Documents					
New Application			<u></u>					
Applications	SharePoint Documents							
Pending Actions	Engineering Drawing - PDF *	k						
Transfers	Select files							Drop files here to upload
About	Engineering Drawing - Auto	Cad *						
	Select files							Drop files here to upload
	Structural Analysis Report -	DDE						
	Select files	PDF						Drop files here to upload
	Structural Analysis Report - Select files	SPIDAcalc file						Drop files here to upload
	Select files							brop nies nere to uploau
	Additional Supporting Docu Select files	ments						
								Drop files here to upload
	Landon Frank	cel Application			Select files			Drop tiles here to upload
ocuments ca	Submit Save Card		ith the 'Select F	Files' button	Select files			Drop tiles here to upload
	Landon Frank	upload w			Select files Drop files here to	upload		Drop tiles here to upload
	n be selected for g the file from File	<sup>r</sup> upload w e Explorer	onto the select	tion area	Drop files here to	upload 1t for review pur	poses.	Drop tiles here to upload
r by dragging ne Download	n be selected for g the file from File	<sup>r</sup> upload w e Explorer is available	onto the select	tion area o download	Drop files here to	nt for review pur	poses.	Drop tiles here to upload
r by dragging ne Download s the Region	in be selected for g the file from File d button is required to sto	r upload w e Explorer is available ore the doo	onto the select e for the user to cuments you m	tion area o download ay see this y	Drop files here to	nt for review pur	poses.	Drop tiles here to upload
r by dragging ne Download s the Region lease define Muni	In be selected for g the file from File d button i is required to sto	r upload w e Explorer is available ore the doo Permit Number	onto the select e for the user to cuments you m before creating doo	tion area o download ay see this w	Drop files here to the documer warning mess	nt for review pur sage		
r by dragging ne Download s the Region lease define Mun electing the r	In be selected for g the file from File d button i is required to sto nicipality and Save for P region (by Pole on	r upload w e Explorer is available ore the doo lermit Number r Guelph so	onto the select e for the user to cuments you m before creating doc election) and Sa	tion area	Drop files here to the documer warning mess plication allo	nt for review pur Gage Was the documer		
r by dragging ne Download s the Region lease define Mun electing the r	In be selected for g the file from File d button i is required to sto	r upload w e Explorer is available ore the doo lermit Number r Guelph so	onto the select e for the user to cuments you m before creating doc election) and Sa	tion area	Drop files here to the documer warning mess plication allo	nt for review pur Gage Was the documer	nts to be attac	

## Note: Alectra module will allow file uploads to a maximum of 60MB.

#### TENANT RESPONSIBILITIES FOR APPLICATIONS

#### Attachment Applications - Wireline, Wireless, Dip, Streetlight, Decorative

- 1) Submit Application:
  - General information
  - If Overlashing on another tenant select tenant and declaration that permission has been obtained from the strand owner.
  - > Select poles
  - Select pole attribution
  - > Upload required documents
- 2) Revisions Required by Engineering Clerk or Consultant:
  - Amend application based on comments
  - Resubmit
- 3) Submit Payment:
  - Upload payment to Documents Tab
- 4) Application Approved:
  - > Proceed with approved field construction to attach to Alectra poles.
- 5) As Built Submission:
  - > When construction complete upload As Built documents to the Documents Tab

#### **Removal Application**

- 6) Submit Application:
  - General information
  - Select poles
  - Complete Record of Inspection
  - Upload required documents
- 7) Revisions Required by Engineering Clerk:
  - Amend application based on comments
  - ➢ Resubmit
- 8) Application Approved:
  - > Confirmation that Removal application is complete

#### POLE ATTRIBUTION REQUIREMENTS

When you are submitting a Wireline, Wireless, Streetlight, Decorative, and Dip Request application. The pole tab requires the attributes to be filled in for each pole. This can be done in bulk or by single pole.

#### **Options for Attributes**

	Attachment			
Installation	Туре	Attachment Method	Attachment Cable Type	Position
New	Streetlight	Attachment	Coax Cable	Roadside
Like for Like	Communications	Overlash	Fibre Cable	Fieldside
Overlash	Hydro	Service Wire	Coax and Fibre	
	Traffic Signal	Riser	Guy	
	Banner	Clearance Pole	Strand	
	Wireless	UG Loop	Copper Cable and Fibre	
	Signs		N/A	
	Decorative		Luminaire	
			Bus	
			Luminaire and Bus	
			Antenna	
			Light and Arm	
			Hydro Service	
			Hydro Primary	

#### **REQUIRED DOCUMENTS**

Each Type of application has specific "Required Documents" to be uploaded when you submit the type of application.

#### **Required Documents for Application Type**

			Applie	cation Type		
Document Type	Wireline	Wireless	Streetlight	Decorative	Dip Request	Bonding
Engineering Drawing - PDF	X	X	X	X	X	X
Engineering Drawing - AutoCAD	X	X	X		Х	
Structural Analysis Report - PDF	X					
Structural Analysis Report- SPIDAcalc file	X					
Guelph Only – Separate Pole List	X	X	Х	Х	Х	X

#### CREATE A STREETLIGHT APPLICATION

Streetlight and Traffic Signal attachment applications would both use "Tenant Attachment – Streetlight"

- 1. Log into the Alectra ATTACH Module using your user credentials
- 2. Click on the "New Application"
- 3. Click on "Tenant Attachment Streetlight"
- 4. The Module will pause and show message while creating the application.

Username or email york Password  S O'r sig	/OUR ACCOUNT	Actua Juti Un Mangement New Application Pendrag Actions Pendrag Actions Adoct	Select one of the following options to start a new appl	atim	Trid Rigon
<ol> <li>Enter Requ</li> <li><b>7.</b> "Save"</li> <li>8. When save</li> </ol>	is initiated at th automatic wher <b>ble Tab"</b>	n – Applicant Refer	sage appears. It is ir	ect Description, Representation	
Submit New Streetlight	Application (Reserved)	Pales Documents			
New Application Applications	APPLICATION	9			
Pending Actions Transfers	Joint Use Application		Region *	Guelph Application For Guelph no GIS yet so no Poles	
About	Permit Number	Applicant Reference Number *			
	Will be generated once Region defined saved. Project Description *	¥25896			
G	Edilcan Drive				
	REPRESENTATIVE INFORMATIO	И			
	Name *	Phone * (905) 555-5555	Email * linda.delibato@alectrautilities.com		
	Linda Donualu	(200) 000 0000	mou.ounputogediecti dutinties.com		
ß	7		8		
	Submit Save Cancel A	application	<ul> <li>Unable to get Coo</li> </ul>	rdinator, no region passed	

- **10.** Enter "location" into Search area will position the map window with your location.
- 11. Click on "Select Poles by Point"
- **12.** "Click" on the select poles you want to add streetlight attachment. Selected poles are now highlighted in the map window with red.
- **13.** Pole grid is now populated with pole numbers.
- **14.** Click on the highlighted box to select all poles
- **15.** Click on Edit poles Edit Attributes icon

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bmit New Streetlight Ap	pplication (Reserved)										
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17. Click "App 18. Pole Grid	Submit Save Cancel				Map data ©2024 Goog	gle Terms Reportamaperr					
<ol> <li>Click "App</li> <li>Pole Grid</li> <li>"Save"</li> </ol>	submit save Cancel ttributes box op oly"	eens – ento e pole attr			Map data ©2024 Goog	gle Terms Reportamaperr					
<ul> <li>17. Click "App</li> <li>18. Pole Grid</li> <li>19. "Save"</li> <li>20. Click on "</li> </ul>	Submit         Save         Cancel           ttributes         box op         op           oby"         get         updated         th	eens – ento e pole attr			drop down b	DOXES		teen Dr ends	Pole         Hostal           Pole         Hostal           Poles         Hostal           Poles         Hostal           Poles         Hostal           Poles         Hostal	■ Type A. Method. Coller T. UterT ATUG. AND UterT ATUG. AND STREFT ATUG. AND	Pos Roj SDI
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21. Upload Required Documents by "Select File" or "Drag and Drop".

- 22. "Save"
- 23. "Submit"
- 24. Click "YES" to Confirm submission

Alectra Joint Use Management Po		🥐 York Region 🕞
Submit New Streetlig	nt Application (Reserved)	
-		
Dashboard	General Poles Documents	
New Application	SharePoint Documents	
Applications	anaeronik bocunens	
Pending Actions	Engineering Drawing - PDF *_	
Transfers	select files (21)	Drop files here to upload
About	E Engineering drawing .pdf 4.39 MB	<u>+</u>
	Engineering Drawing - Auto Cad *	
	Select files	Drop files here to upload
	Engineering DWG file 3.dwg 952.91 KB	<u>+</u>
	Structural Analysis Report - PDF You are about to submit the application. Once the application is submitted, you will not be able to make any more changes to the	
	Select files Select files	Drop files here to upload
	Structural Analysis Report - SPIDAcalc file No Yes 24	
	Select files	Drop files here to upload
	Additional Supporting Documents	
	Select files	Drop files here to upload
	22 23 Submit Save Cancel Application	

Signs, Banner and Decorative attachment applications would both use "Tenant Attachment – Decorative"

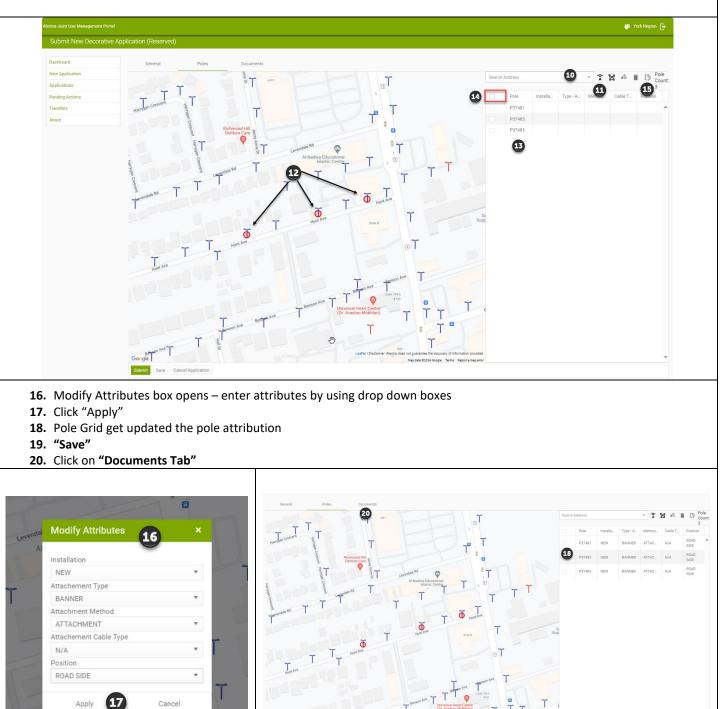
- 1. Log into the Alectra ATTACH Module using your user credentials
- 2. Click on the "New Application"
- 3. Click on "Tenant Attachment Decorative"
- 4. The Module will pause and show message while creating the application.

1 Sign in to your account	
Username or email	
lyork	
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Alectra Joint Use Mana	emer Fortal 🔮 Toth Region 🗗
New Applicati	n
Deshboard	Select one of the following options to start a new application
Sign In New Application	2 Terres of the moving update to sail a set application
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Or sign in with Transfers	Testara Attachment - Streetlight
Alectra OKTA oidc	Texar Attachmer - Decourse 3
	Tenart Attachmert - Op Reguer
	Tenast Removal
	Bondrup Requests
5. General Tab opens for required entries	
	eference Number, Project Description, Representative Information
7. "Save"	

- 8. When save is initiated at this point Error message appears. It is indicating that the Region has not been selected. Region selection is automatic when poles are chosen
- 9. Click on "Pole Tab"

Dational     Description       Dational     Description       Application     Period       Perioding Actions     Description       Transfers     District Lise Application	Dational   Dational   New Application   Application   Partice Application   Tatafers   About   Permit Number   Applications*   Vill a prevented on partice field State   Promit Number   Applications*   Vill a prevented on partice field State   Promit Number   Applications*   Vill a prevented on partice field State   Promit Number   Applications*   Vill a prevented on partice field State   Promit Number   Applications*   Vield Partice Notations*	New Application Ap						🍄 York Region 🕒
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- **10.** Enter "location" into Search area will position the map window with your location.
- 11. Click on "Select Poles by Point"
- 12. "Click" on the select poles you want to add Banner attachment. Selected poles are now highlighted in the map window with red.
- **13.** Pole grid is now populated with pole numbers.
- 14. Click on the highlighted box to select all poles
- **15.** Click on Edit poles Edit Attributes icon



Submit

- 21. Upload Required Documents by "Select File" or "Drag and Drop".
- 22. "Submit"
- 23. Click "YES" to Confirm submission

	Portal	🍄 York Region 🔒
Submit New Decor	ative Application (Reserved)	
Dashboard	General Poles Documents	
New Application		
Applications	SharePoint Documents	
Pending Actions	Engineering Drawing - PDF *	
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# REVIEW SUBMITTED APPLICATION

Once the application is submitted the screen will refresh to show the application for your review. You can toggle through the tabs to review the application. At this point you are unable to make any changes to the application but you do have the ability to cancel the application.

GENERAL TAB	Permit Applicatio						
	Application State	s					
Alectra Joint Use Management Portal	▶			Chevrons	indicating status of applic	ation	🍄 York Region 🕞
Tenant Attachment-Stree	tlight HE2024-034 (Subr	nitted to Coordinato	or)				
Dashboard		Submitted Review	Awaiting Revise	Awaiting Payment	Alectra Construction Approved - Awaiting 1	enant As-Built Construction Verification Cancelled Complete	
New Application	General	Poles	Documents	Pending Actions			
Applications	Application						
Populated on	Permit Number		ication Status		Submitted On	Parent Permit Number	
Submission	HE2024-034 Applicant Reference Number	<b>_</b>	omitted to Coordinator		24/Apr/2024	Legacy Permit Number	L3
Permit Number	Y14569 Project Description				Region		
Application Status	Third-Party Representative			h.			
Submitted On	Name Linda Delibato		ne Number (5) 555-5555		Email Address linda.delibato@alectrautilities.com		
date	Internal Information						
Region							
	Consultant Assigned						
	Request Cancellation						
				Gene	ral Tab		

#### POLE TAB

Alectra Joint Use Management Portal									🍄 York Regio	on 🗗
Tenant Attachment-Street	light HE2024-034 (Subm	itted to Coordinate	or)							
Dashboard		Submitted Review	w Awaiting Revision	n Awaiting Payment Alectra Constru	tion Approv	ved - Awaiting Tenant As-B	uilt Construction Verifica	tion Cancelled Complete		
New Application	General	Poles	Documents	Pending Actions						
Applications						Pole	Street Name	Location	Approval	
Pending Actions		55				P41679		8601 JANE ST		
Transfers						P41678		8611 JANE ST		
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#### **DOCUMENTS TAB**

All documents submitted through the application process will be available for the user to access from the Documents Tab. The Documents tab is the user's source for communications and documents uploaded from the Consultants and the Engineering Technicians. Application Drawings, Certification Letter, Estimate Letter, MC/PUCC Approval, Purchase Order, Record of Inspection, Review Fees, Review Comments, and As Built Documents.

Alectra Joint Use Management Po	rtal			🍄 York Region 🕞
Tenant Attachment-St	treetlight HE2024-034 (Submitted to Coordin	ator)		
Tenant Attachment-S			Construction Approved - Awaiting Tenant As-Built Construction Verifi Engineering Drawing - Auto Cad  Engineering DWG file 3.dwg.975779 0.00 KB Structural Analysis Report - PDF Purchase Order Record of Inspection Review Fees Review Comments As Built	ication Cancelled Complete
	steps	e application progresses throu more documents will be beco ble for review or download.		

#### PENDING ACTIONS TAB

Although the Pending actions tab is displayed when you initially submit the application. There will be no pending actions for the user to complete at this time.

Dashboard		Submitted	Review Awaiting Revisi	ion Awaiting Paymen	Alectra Construction Appro	oved - Awaiting Tenant As-Built	Construction Verification Ca	ancelled Complete	
ew Application	General	Poles	Documents	Pending Actions					
oplications	Export to Excel	Export to PDF							
nding Actions	Name	_	Application Number		Application Status	Start Date		Command	
ansfers	Name		Application Number		No records availab			Command	
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#### **REVISION/RE-SUBMISSION- ENGINEERING CLERK**

Once the application is submitted it may be returned to the tenant for corrections or modifications.

The Engineering Clerk at Alectra will do a cursory review of the application ensuring that the documents submitted are correct for the application. If any discrepancies are found the Engineering Clerk may send the application back through the module for the tenant to submit the correct documents.

The Tenant will receive a Revision/Re-Submission email.

#### A Revision/Re-Submission is required for Attachment Application HE2024-034



jointuse@alectrautilities.com To Linda Delibato

← Reply
---------

Hello Linda Delibato,

A Revision/Re-submission is required as follows for Attachment Application HE2024-034:

Please see the comments below:

Please send in correct Engineering Drawing PDF.

Regards, Alectra Joint Use Team

The application for revised documents will now be found in the Tenant Pending Actions Grid.

<ol> <li>Log into the Alectra ATTACH Module</li> <li>Click on "Pending Actions"</li> <li>Application is now shown in the Pend</li> <li>Click "Open"</li> </ol>			ential	S									
<b>1</b> Sign in to your account	Alectra Joint Use Management Portal Pending Actions											York Region	e
	Dashboard	Export to Excel	D Export to P	DF.									
Username or email	New Application	Permit Number	_		Project Description	:	Action Sta.	Region :	Last Updat.	Submitted	Consultant_ :	Command	
lyork	Applications Pending Actions 2	T	T	T		т	т	т	G T	C T	т		-
Bour	Transfers	HE2024-034	¥14569	Streetlight	Tenant Attachment-Streetlight		Reserved	EAST	Apr 24, 2024 2:34 PM	Apr 24, 2024 2:34 PM		Open	*
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		H 4 Page 1	of 1 + H	20 V items	per page							1 - 1 of 1 iter	ms
		A											
5. Application opens to General Tab to r	eview applica	tion											
<ol><li>Click on "Documents Tab"</li></ol>													

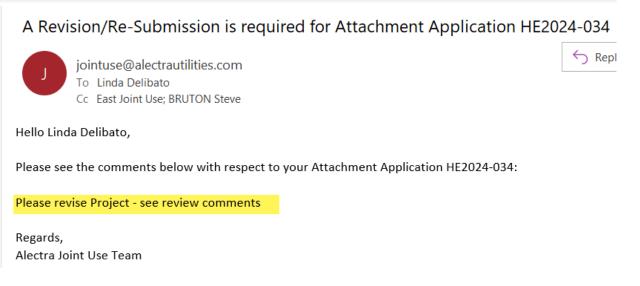
Alectra Joint Use Management F		🍄 York Region 🕒
Re-Submit Streetligh	ht Application HE2024-034 (Reserved)	
Dashboard	5 General Poles Documents	
New Application	6	
Applications	APPLICATION	
Pending Actions	Z Joint Use Application HE2024-034 Region * Guelph Application	
Transfers	Joint Use Application HE2024-034     Guelph Application       EAST     For Guelph no GIS yet so no Poles	
About	Permit Number Applicant Reference Number *	
	HE2024-034 Y14569	
	Will be generated once Region defined and Saved. Project Description *	
	Froject Description * Eldican Dr	
	h	
	REPRESENTATIVE INFORMATION	
	Name* Phone* Email *	
	Linda Delibato (905) 555-5555 linda.delibato@alectrautilities.com	
	Submit Save	
8. "Subn	ad revised documents by selecting the file or drag and drop. mit" rm Submission Click <b>"YES"</b>	
8. "Subn 9. Confir	mit" rm Submission Click " <b>YES"</b>	🕹 York Region 🕒
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8. "Subn 9. Confir Re-Submit Streetligt Dashboard New Application	mit" rm Submission Click <b>"YES"</b> <sup>1 Portal</sup> jht Application HE2024-034 (Reserved)	🌮 York Region 🕞
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8. "Subn 9. Confir lectra Joint Use Management of Re-Submit Streetligh Dashboard New Application Applications Pending Actions Transfers	mit" rm Submission Click "YES" revised	Drop files here to uploar t
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The application is submitted back to the Engineering Clerk to review and process through the application steps.

#### **REVISION/RE-SUBMISSION- CONSULTANT**

The Consultant may return the application for a design revision or modification. If a design revision is required the Consultant will attach "Review Comments" that can be found on the Documents Tab.

The Tenant will receive a Revision/Re-Submission email.



The application for revised documents will now be found in the Tenant Pending Actions Grid.

- 1. Log into the Alectra ATTACH Module using your user credentials
- 2. Click on "Pending Actions"
- **3.** Application is now shown in the Pending Actions Grid.
- 4. Click "Open"

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	Name *	Phone *	Email *	
	Linda Delibato	(905) 555-5555	linda.delibato@alectrautilities.com	
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The application will be submitted back to the Consultant to review and process through the application steps.

Submit Save

#### AWAITING PAYMENT

As the application processes through the module with the Alectra Consultant and Engineering Tech, determinations are made if Hydro Make Ready Work is required for the application and Costs associated with the permit application.

The Engineering Tech will upload to the module a Permit estimate.

The Tenant will receive a Payment Pending email.

#### Payment for Attachment Application HE2024-034 ← Reply ← Reply All → Forward jointuse@alectrautilities.com

To Linda Delibato



Hello Linda Delibato,

Please note that an estimate for Attachment Application HE2024-034 has been uploaded. Details can be found and payment made through the Alectra ATTACH.

Regards, Alectra Joint Use Team

- 1. Log into the Alectra ATTACH Module using your user credentials
- 2. Click on "Pending Actions"
- 3. Application is now shown in the Pending Actions Grid.
- 4. Click "Open"

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New Application	Purchase Order *							
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About								
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Note: After the initial email requesting Payment. Reminder emails will be sent every 14 days. <u>After 60 days</u> the application will automatically cancel.

## Reminder email: Example

Payment reminder for Attachment Application HE2024-034				
jointuse@alectrautilities.com		Keply All	→ Forward	•••
To Linda Delibato			Wed 4/24/2024 4:	:12 PM
Hello Linda Delibato,				
Please note that an estimate for Attachment Application HE2024-034 has been upload Alectra ATTACH.	led. Details can be found a	nd payment ma	ade through the	
Regards, Alectra Joint Use Team				
Т				
Cancellation email: Example				
Attachment Application <u>HE2024-034</u> Cancelled				
Jointuse@alectrautilities.com To Linda Delibato	5 1.5 5 1.5	→ Forward		
Attachment Application <u>HE2024-034</u> cancelled. Payment not recieved.				

When an application is approved the tenant will receive an email.

#### As-built Submission for Attachment Application HE2024-034



jointuse@alectrautilities.com To Linda Delibato



Hello Linda Delibato,

Attachment Application HE2024-034 has been approved. Please ensure that "As-built" drawings are submitted within 45 days of the completion of the work and in any event within 225 days from the date the Permit Application was approved.

Regards, Alectra Joint Use Team

Pending actions go back to the tenant to submit as built documents.

When you complete your attachment construction, submit as built documents.

#### AS BUILT SUBMISSION

- 1. Log into the Alectra ATTACH Module using your user credentials
- 2. Click on "Pending Actions"
- 3. Application is now shown in the Pending Actions Grid.
- 4. Click "Open"

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Alectra OKTA oidc	D <sub>2</sub>	
5. Application opens to As Built Docume	н « Page 1 of 1 » н 20 v Rems per page	1-1 of 1 items
<ol> <li>"Select file" or "drag and drop" to up</li> <li>"Complete"</li> <li>Please confirm- Click "Yes"</li> </ol>	load Document	
Alectra Joint Use Management Portal		🌮 York Region 🕞
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	you like to proceed?	
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0		

If the As built document is insufficient, it will be returned to the tenant for revision with the accompanying email. Repeat about steps to upload a new As Built document.

As-built for Attachment Application HE2024-034 requires further infor	mation			
jointuse@alectrautilities.com	← Reply	Keply All	→ Forward	4:39 PM
Hello Linda Delibato,				
As-built for Attachment Application HE2024-034 requires the following attention/reason: Please submit correct As Built documents				
Regards, Alectra Joint Use Team				

#### APPLICATION COMPLETES

Once the As Built documents are submitted and approved. The application is Complete.

#### An email will be sent to the tenant

#### 

For your records, Attachment Application HE2024-034 is Complete. No further action is required.

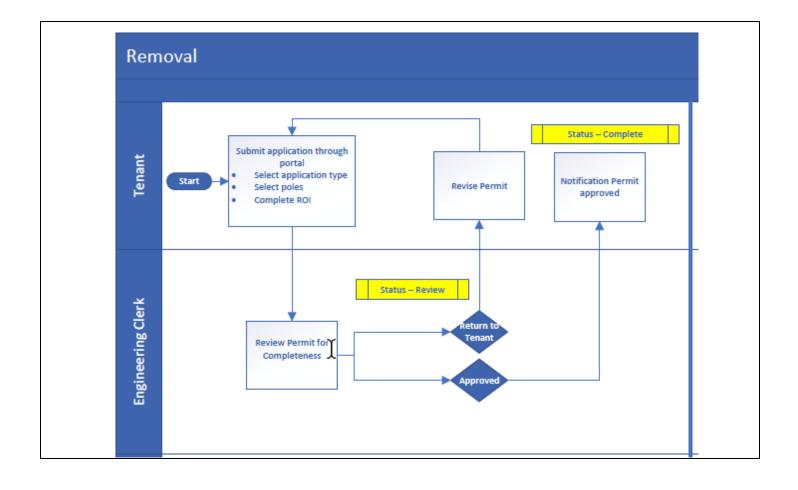
Regards, Alectra Joint Use Team

#### Alectra Status on the Application and the Chevrons will appear as complete.

Alectra Joint Use Management Portal								🝄 Coordinator East 🕞
Tenant Attachment-Streetlight - YORK REGION HE	2024-034 (Comple	te)						
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Y14569								
Project Description				Region T				
Eldican Dr				EAST				
Third-Party Representative			6					
Name	Pho	ne Number		Email Address				
Linda Delibato	(9	05) 555-5555		linda.delibato@alect	trautilities.com			
Internal Information								
Work Order No.	MC,	PUCC Application Date	2	HMR Quote Requeste	d	HMR Issued		
125896		y/month/year		24/Apr/2024		24/Apr/2024		
Consultant Assigned								
nbm_east								

The Tenant has 2 options to Cancel a permit application.

Before	e Applicatio	on is Subm	itted						
1.		el Applicatio							
2.	Please conf	irm- Click "Y	es"						
		Alectra Joint Use Management Portal Submit New Streetlight A	pplication (Reserved)					🍄 York Region 🕞	
		Dashboard	1	Poles Docume	nts				
		New Application Applications	APPLICATION						
		Pending Actions Transfers	Joint Use Application		Region *	Guelph Application For Guelph no GIS yet so no Pole	8		
		About	Permit Number	Applicant Reference Nun	iber *				
			Will be generated once Region defined and Saved. Project Description *						
			REPRESENTATIVE INFORMATION	Phone *	Email *				
				()	Please confirm	×			
					You are about to cancel the ap	plication. application once it has been cancelled.			
					Would you like to proceed?				
			0		Yes	No			
			Submit Save Cancel Appli	cation					
After A	Applicatior	ı is Submit	ted						
1.		pplication <b>"G</b>		1					
2.		el Applicatio							
3.	Please conf	irm- Click <b>"Y</b>	es"						
	Alectra Joint Use Man	agement Portal						۵	York Region 🕞
	Tenant Attac	hment-Streetlight HE2024	1-035 (Review)						
	Dashboard		Submitted	Review Awaiting Re	vision Awaiting Payment	Alectra Construction Approved - Awaiting	Tenant As-Built Construction Verification Cancelled	Complete	
	New Application	1 Gen	eral Poles	Documents	Pending Actions				
	Applications Pending Actions	Application							
	Transfers	Permit Numb HE2024-03		Application Status Review		Submitted On 24/Apr/2024	Parent Permit Number	ß	
		Applicant Rel 258965	ference Number				Legacy Permit Number		
		Project Desci	ription			Region			
		Streetlight -	Courtland Ave		h	EAST			
			Representative						
		Name Linda Delibi	ato	Phone Number (905) 555-5555		Email Address linda.delibato@alectrautilities.com			
		internal infor	mation		Please confirm	×			
					not have access to the a	request to cancel the application. You will pplication once it has been cancelled.			
		Consultant A	ssigned		Would you like to procee				
			•		No	3 Yes			
		Request C	ancellation						
The ann	lication will o	go to the Eng	ineering Cle	ork to ann	rove Onc	e annroved the	Tenant will receive a	a confirmat	tion email
псарр		50 to the Life							
			Cancellat	ion Reques	Tor Attachn	ent Application HE	2024-035		
			То	ntuse@alectrau Linda Delibato East Joint Use; BF					
			Hello Linda De						
					plication HE2024	-035 has been CANCELLED.			
			Regards, Alectra Joint U	Jse Team					



- 1. Log into the Alectra ATTACH Module using your user credentials
- 2. Click on the "New Application"
- 3. Click on "Tenant Removal"
- 4. The Module will pause and show message while creating the application.

1 Sign in to your account	Alecth Juni Uar Merupenet Portal New Application	🍄 York Region 🕞
Username or email lyork Password	Dadbadd Red Aglection Peddig Action Peddig Action Town Atlantmer: Werking Town Atlantmer: Werking Town Atlantmer: Werking Town Atlantmer: Generalize Town Atlantmer: Generalize	
Sign In	Bonding Resource	
Or sign in with Alectra OKTA oidc		

- 5. General Tab opens for required entries
- 6. Enter Required information Applicant Reference Number, Project Description, Representative Information
- 7. "Save"
- 8. When save is initiated at this point Error message appears. It is indicating that the Region has not been selected. Region selection is automatic when poles are chosen
- 9. Click on "Pole Tab"

Submit New Remov	al Application (Reserved)				
ashboard	5 General	Poles Record of Inspection	Documents		
lew Application	-	9			
pplications	APPLICATION	•			
ending Actions					
ransfers	Joint Use Application		Region *	Guelph Application For Guelph no GIS yet so no Poles	
bout					
	Permit Number	Applicant Reference Number *			
		RY25896			
	Will be generated once Region defined a Saved.	and			
	Project Description *				
	remove Courtland streetlights		,		
		ß	<i>h</i>		
	REPRESENTATIVE INFORMATION				
	$\rightarrow$				
	Name *	Phone *	Email *		
	Linda Delibato	(905) 555-5555	linda.delibato@alectrautilities.com		
	Linda Delibato	(905) 555-5555	linda.delibato@alectrautilities.com		
			8		
	•		Whable to get Coordinator, no regimested in the second secon	ion passed	
	Submit Save Cancel Ap	plication			

- **10.** Enter "**location**" into Search area will position the map window with your location.
- 11. Click on "Select Poles by Point"
- **12.** "Click" on the select poles you want to remove the attachment. Selected poles are now highlighted in the map window with red.
- **13.** Pole grid is now populated with pole numbers, Permit numbers and Owner.
- 14. "Save"
- 15. Click on "Record of Inspection" Tab.

Dashboard										-
Dashboard										
	Ge	neral Poles Record	of Inspection Docum	ients						
New Application			15 Jane			Search A	idress 10	· ·	7 1 🖉 🕫 🗎	Pr Ci
Applications	01.		ne St				-		<b>A</b>	2
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			Height: 60 Class:		Inscen					
		Courtland Ave	Material: WOOD Owner: COMPANY POLE							
		Court	Year: FID: 10348455							
			State: In Service							
	dian	IAVe								
	Court		[55]							
		0		Leaflet   Disclaimer: Alectra does not gua	rantee the accuracy of information provi	led.				
	Google	14		Map di	ita ©2024 Google Terms Report a map	error				
	Submit	Save Cancel Application								
17. "Sav	e"	novals with <b>"Calenda</b> r ents Tab"	r Selection"							
17. "Sav			r Selection"							
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17. "Sav	e"	ents Tab"	r Selection"					¥ork Region	G	
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19. There are no required documents for a Removal application but the Tenant has the ability to upload	supporting
documents if required.	

#### 20. Click "Submit"

Alectra Joint Use Management Portal	🍅 York Region 🕞
Submit New Removal App	ication (Reserved)
Dashboard	
New Application	General Poles Record of Inspection Documents
Applications	SharePoint Documents
Pending Actions	Additional Supporting Documents
Transfers	Select files Drop files here to upload
About	
	4
	20
	Submit Save Cancel Application
The application is r	now submitted to the Engineering Clerk for approval.
	s are found the Engineering Clerk may send the application back through the module for the tenant to revise
Once the application	on is complete the Tenant will receive email notification.
Removal A	Application HER2024-032
	tuse@alectrautilities.com
To	Linda Delibato
Hello Linda De	libato,
For you record	s, Removal Application HER2024-032 is Complete. No further action is required.
Regards,	
	T
Alectra Joint U	se ream

# Note: When submitting a removal application the Tenant will only see the poles in which they have an existing attachment on.

#### **INSPECTION PROCESS**

Alectra Utilities inspects a minimum of 10% of permit applications for completion of build and adherence to ESA Reg. 22/04 requirements.

If the Inspection is deficient The As built document will be returned for revision and identifying corrections to be made.

Example Email:

# As-built for Attachment Application HG2024-040 requires further information



jointuse@alectrautilities.com To Linda Delibato

Hello Linda Delibato,

As-built for Attachment Application HG2024-040 requires the following attention/reason: Inspection Indicates pole 3325 needs correction. Resubmit correct As Builts.

Regards, Alectra Joint Use Team

Please correct deficiency and follow steps to resubmit corrected As Built document.