

ATTACH

Alectra Joint Use Module

Application Tracking and Tenant Approval Coordination Hub

Tenant Instruction Manual

Applications

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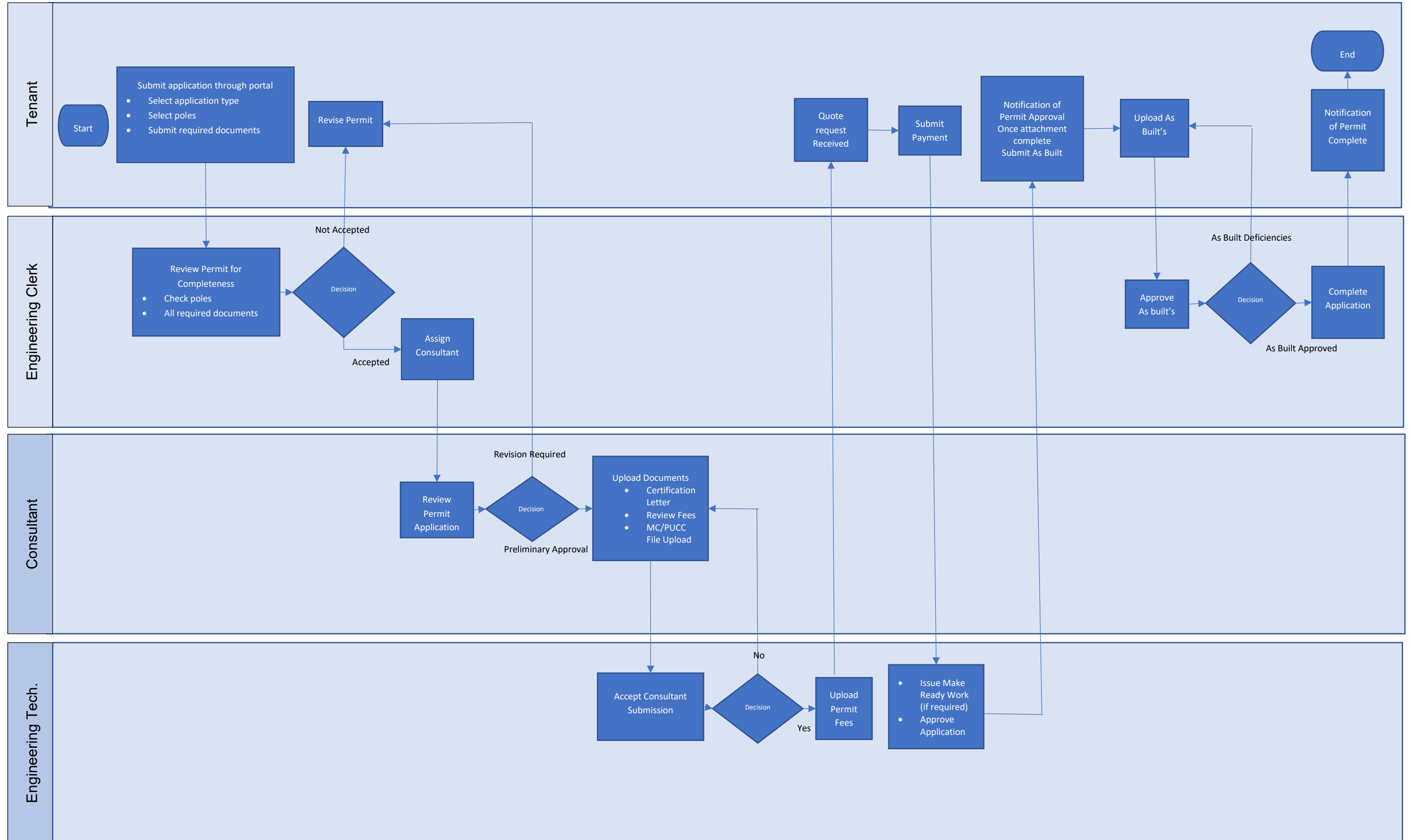
Welcome to Alectra's **ATTACH** or Application Tracking and Tenant Approval Coordination Hub. This new online Joint Use management tool allows for visibility and self-service of both Joint Use permit application submission and tracking as well as double pole transfers for tenant attachments. This training manual, **Tenant Instruction Manual Applications**, 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 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.

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 Joint Use website that guide you step by step through various processes such as submitting a permit, uploading a payment, submitting as-builts, etc.

PROCESS FLOW – WIRED, WIRELESS, DECORATIVE, STREETLIGHT, DIP

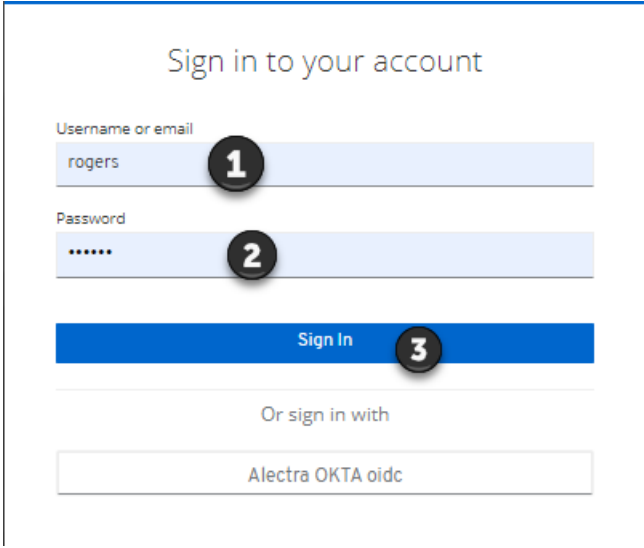


The Alectra ATTACH Module requires user authentication to allow users access to the site.
Authentication - Usernames and Passwords need to be preestablished by contacting Alectra Joint Use Team.

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.


<ol style="list-style-type: none">1. Enter: Username2. Enter: Password3. Click “Sign In”
<p>Note: A Tenant User has access to their own applications and can only edit applications assigned to their own username and designated company. Similarly, when you are requesting a removal application you will only see poles with your company’s attachments on them.</p>

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.

The screenshot shows the Alectra Joint Use Management Portal dashboard. The header includes the portal name and the user 'Rogers Local Test User'. The dashboard is titled 'Dashboard' and features a left-hand menu with the following items: Dashboard, New Application, Applications, Pending Actions, Transfers, and About. An arrow points to the 'About' item with the text 'Menu Items'. The main dashboard area contains four pie charts:

- Applications by Status:** A pie chart showing the distribution of applications by status, with categories 'Complete' (light green) and 'Awaiting Submission' (dark green).
- Applications by Type:** A pie chart showing the distribution of applications by type, with categories 'WireLine' (light green) and 'Removal' (dark green).
- Pending Actions Status:** A pie chart showing the distribution of pending actions by status, with the category 'Reserved' (light green).
- Pending Actions Type:** A pie chart showing the distribution of pending actions by type, with categories 'Submit Application' (light green) and 'Submit Application based on Existing Pole Removal' (dark green).

- Applications by Status: Applications assigned to the user Status review
- Applications by Type: Types of applications that have been submitted.
- Pending Actions Status: Applications waiting for user to move forward - May indicate those being worked on "In Progress" or those not started "Reserved"
- Pending Actions Type: Types of application waiting for user to move forward.

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.

Alectra Joint Use Management Portal

New Application

Dashboard

New Application

Applications

Pending Actions

Transfers

About

Select one of the following options to start a new application

Tenant Attachment - Wireline

Tenant Attachment - Wireless

Tenant Attachment - Streetlight

Tenant Attachment - Decorative

Tenant Attachment - Dip Request

Tenant Removal

Bonding Request

Once your application type is selected the application forms for your selection will appear on the screen for the tenant to enter the application details.

APPLICATIONS GRID

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.

Permit Number	Applicant Refere...	Application Type	Project Descripti...	Status	Region	Last Update Dat...	Submitted on Da...	Consultant Assi...	Comm...
HEB2024-008	125896	Bonding	Harrygan Crescent - Bonding	Complete	EAST	May 9, 2024 4:46 PM	May 9, 2024 2:20 PM		Open
HER2024-033	569847	Removal	removal - Pinestaff dr	Complete	EAST	Apr 30, 2024 4:35 PM	Apr 26, 2024 1:03 PM		Open
JU-0000000818		WireLine		Awaiting Submission		Apr 30, 2024 1:27 PM	Apr 30, 2024 1:27 PM		Open
AR-0000000301		Removal		Awaiting Submission		Apr 30, 2024 1:23 PM	Apr 30, 2024 1:23 PM		Open
JU-0000000817		WireLine		Awaiting Submission		Apr 30, 2024 9:20 AM	Apr 30, 2024 9:20 AM		Open
HEWL2024-006	52894R	Wireless	wireless 5G - Langstaff Rd	Submitted to Coordinator	EAST	Apr 26, 2024 1:03 PM	Apr 26, 2024 12:57 PM		Open
HWR2024-051	12568944	Removal	Upper Wellington St	Complete	WEST	Apr 22, 2024 2:04 PM	Apr 22, 2024 1:42 PM		Open
HW2024-117	25894578	WireLine	wireline overlash bell - Upper Wellington St	Cancellation Requested	WEST	Apr 22, 2024 1:08 PM	Apr 22, 2024 12:52 PM		Open
HMR2024-039		Removal	Removals generated from Transfer Case#TX-0000000973	Complete	CENTRAL SOUTH	Apr 22, 2024 8:59 AM	Apr 22, 2024 8:58 AM		Open

PENDING ACTIONS GRID

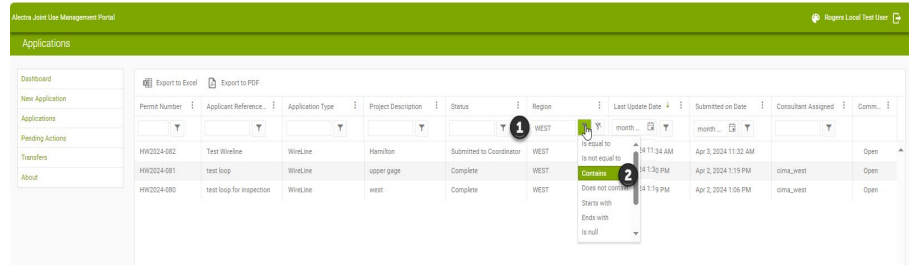
The Pending Actions grid lists all the tasks that are waiting for the current user to action. The command column to the right exposes the “Open” command that brings up the form that represents the user task. Only the applications on the Pending actions grid have actions for the user.

Permit Number	Applicant ...	Applicatio...	Project Description	Action Sta...	Region	Last Updat...	Submitted ...	Consultant...	Command
JU-0000000818		WireLine	Tenant Attachment-WireLine	Reserved		Apr 30, 2024 1:27 PM	Apr 30, 2024 1:27 PM		Open
AR-0000000301		Removal	Attachment Removal	Reserved		Apr 30, 2024 1:23 PM	Apr 30, 2024 1:23 PM		Open
JU-0000000817		WireLine	Tenant Attachment-WireLine	Reserved		Apr 30, 2024 9:20 AM	Apr 30, 2024 9:20 AM		Open

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

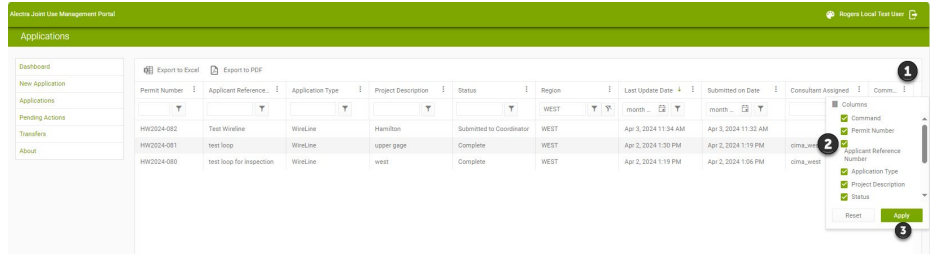
Filtering

1. In the filter field user fills in a word that they want to filter on.
2. Select Contains in the filter list. (Contains is the default, so just typing in "West" will assume "Contains")



Hide Columns

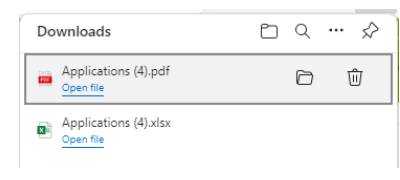
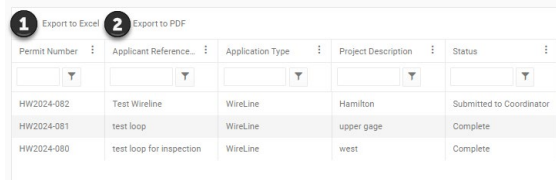
1. Click on the 3-dot context menu
2. Deselect by clicking on or off the check boxes
3. Click apply



Export to Excel or PDF

1. Click on Export to Excel Link
Or
2. Click on Export to PDF Link

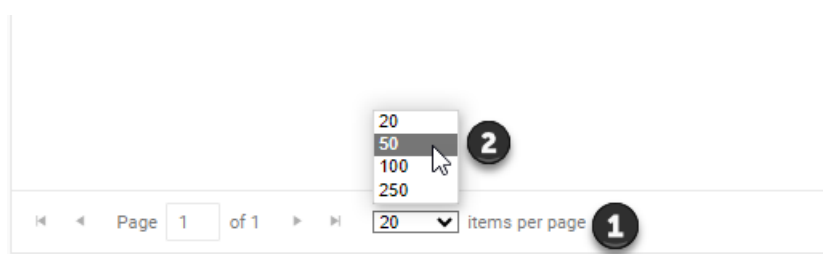
PDF or Excel will download



Grid Content

Grid content is shown page by page. The number of items per page can be controlled.

1. Click the drop down at items by page.
2. Click to Select another option.



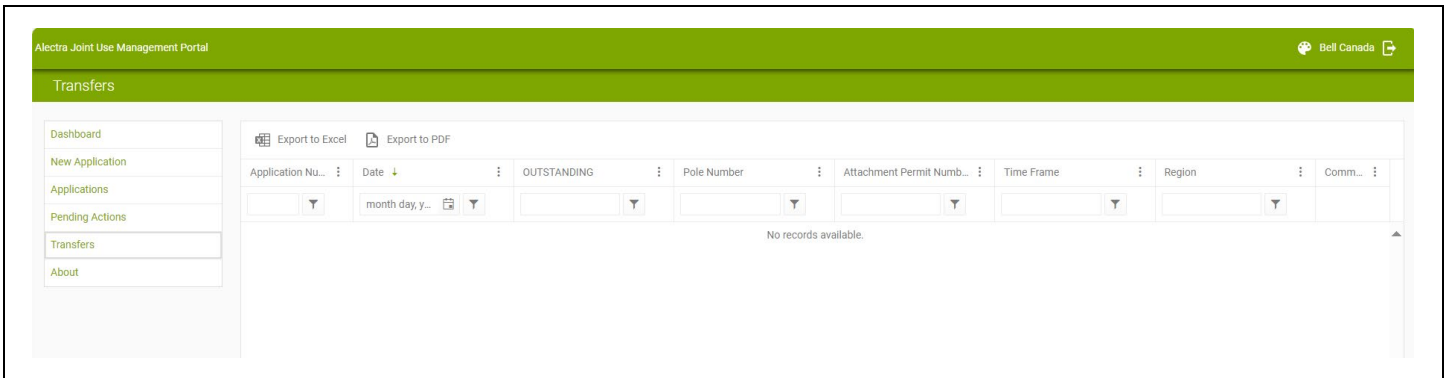
TRANSFERS

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 sent monthly to pre-defined selected Tenants.

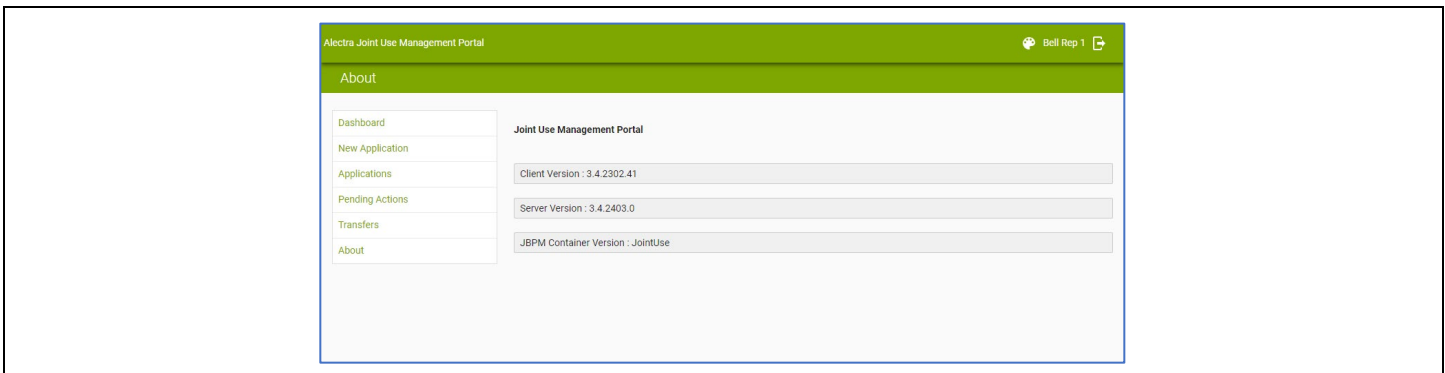
Instructions for transfer list are documented in ATTACH Transfer Manual

Most tenants will have no information on the Transfers Tab.



ABOUT

A simple list of current Software Components Versions.



APPLICATION CONTENTS

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

- General Tab
- Poles Tab
- Documents Tab

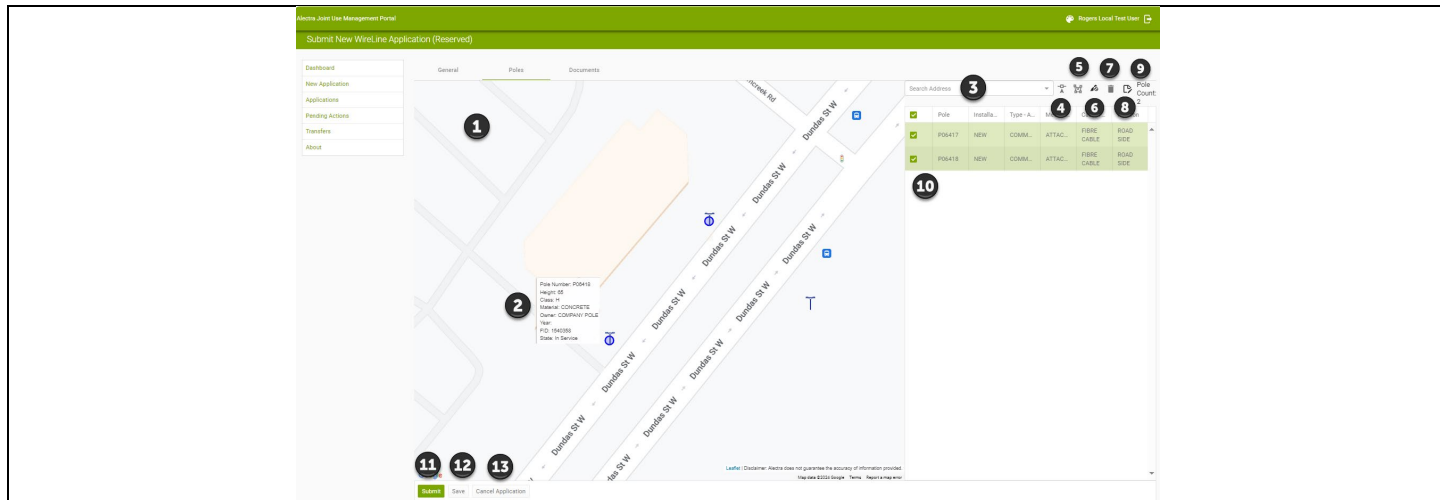
The form can be “Saved” at any point to allow the user to store the partially completed form. Once the form is completed it is “Submitted” to Alectra. “Cancellation” will allow the user to delete a partially completed application before it is submitted. Once submitted, a “Cancellation” request must be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

GENERAL TAB

1. Permit Number	A read only field that is system populated based on poles selected by the pole tab.
2. Applicant Reference Number	Tenants internal reference number. Required Field on Entry*
3. Region	A read only field that is system populated based on poles selected by the pole tab.
4. Guelph Application	As the Guelph data is not yet in the GIS System, this selection allows tenant to process a Guelph application while ignoring the pole tab
5. Project Description	Description of Project Required Field on Entry*
6. Overlash	Option dropdown to indicate if overlash is required. Required Field on Entry*
7. Name of Attacher's Strand	Dropdown of available Strand owners. If overlashing is required, user must agree to a message box on submission stating they are responsible for permission. if Overlashing- Required Field on Entry*
8. Representative Information	Name, Phone, 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).

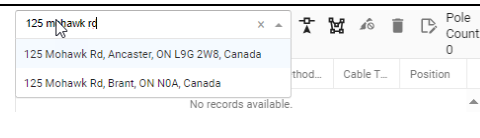


1. Map Window

2. **Hovering over a pole** with the mouse will present a floating box with pole attribution exposed to the module. Pole Number, Height, Class, Material, Owner, Installation Year, and the FID key unique to the GIS

3. Google Location Search

Key in Street Name, Address or Known location and presenting the search results below. Selecting the result will present you to that location in the map window.



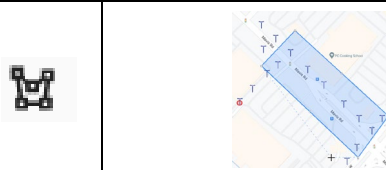
4. Select Poles by Point

Allows the user to select a single pole on the map. Once initiated, the user can select as many poles as required, one at a time.



5. Select Poles by Polygon

Allows the user to draw a multi sided polygon that encompasses any number of poles in the area.



6. Cancel Drawing Command

Cancels the selection mode previously invoked



7. Delete Pole(s)

Once a pole or multiple poles are selected in the grid, this command will delete the selected entries.

Shortcut: by selecting the box next to the pole, all rows of the pole grid will be selected, or de-selected, making it easy to act on the entire grid



8. Edit Pole(s) Attribute(s)

Attachment attribution is REQUIRED when submitting an application, this edit attributes command allows the user to select from drop-down lists the values that make up the attribution. The command can work on a single attachment, multi attachment, or ALL attachments in the application.



9. Pole Count








Pole Count: 11

10. Pole Grid

11. Submit Application

12. Save Application

13. Cancel Application

Mouse Navigation	
	<p>Move the Map</p> <p>Hold down the left mouse button, navigate left, right, up, or down. A user can visually confirm they are in map navigation mode when the mouse/cursor appears as the mouse pan hand </p>
	<p>Zoom</p> <p>Zoom in or out using scroll wheel on the mouse</p>
Window Area	<p>Shift key and left mouse click together followed by a mouse drag to define the view rectangle. Once the left mouse click is released, the map will change its extents to represent the area drawn by the Window Area command.</p>
Key Board Navigation	
	<p>zoom in / out in the map window</p>
	<p>Move left or right in the map window</p>
	<p>Move up or down in the map window</p>
	<p>Busy Icon</p> <p>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.</p>


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.

Documents can be selected for upload with the ‘Select Files’ button

Select files...

Or by dragging the file from File Explorer onto the selection area

Drop files here to upload

The Download button  is available for the user to download the document for review purposes.

As the Region is required to store the documents you may see this warning message

Please define Municipality and Save for Permit Number before creating documents

Selecting the region (by Pole or Guelph selection) and saving the application allows the documents to be attached.

Note: Avoid extremely long file names and filenames containing any of the following symbols:

\\ : * ? " < > # %

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

Attachment Applications – Wireline, Wireless, Dip, Streetlight, Decorative

- 1) Submit Application:
 - General information
 - If Overlapping 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

Bonding Application

- 6) Submit Application:
 - General information
 - Select poles
 - Upload required documents
- 7) Revisions Required by Engineering Tech:
 - Amend application based on comments
 - Resubmit
- 8) Submit Payment:
 - Upload payment to Documents Tab
- 9) Application Approved:
 - Confirmation that Bonding is complete

Removal Application

- 10) Submit Application:
 - General information
 - Select poles
 - Complete Record of Inspection
 - Upload required documents
- 11) Revisions Required by Engineering Clerk:
 - Amend application based on comments
 - Resubmit
- 12) 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

Installation	Attachment Type	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	

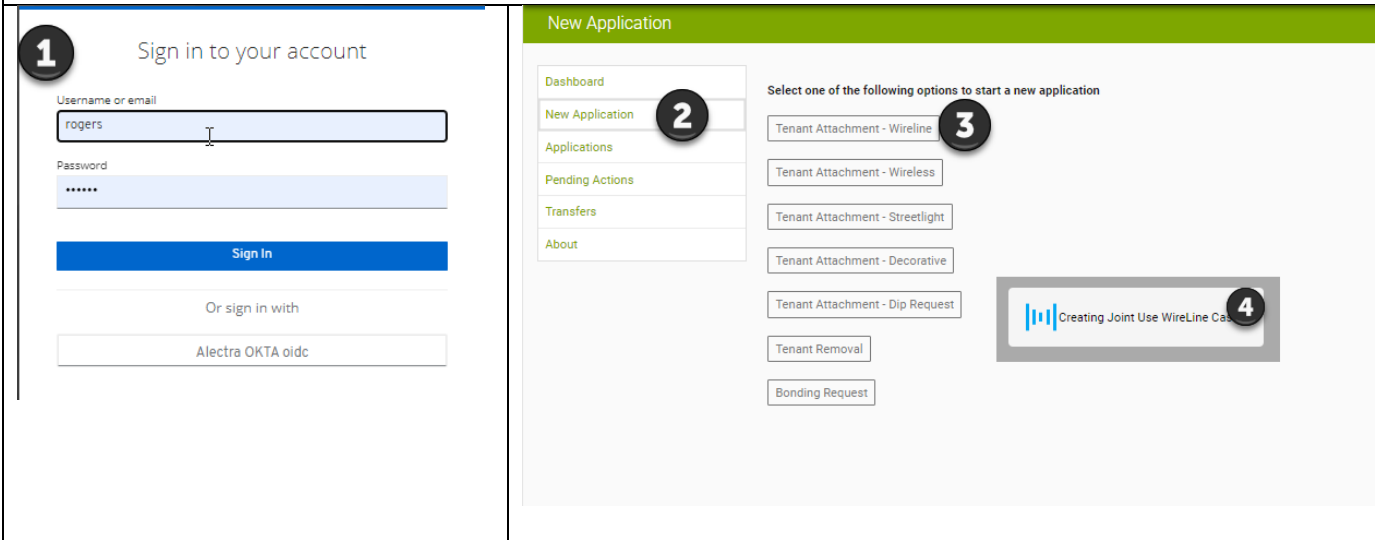
REQUIRED DOCUMENTS

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

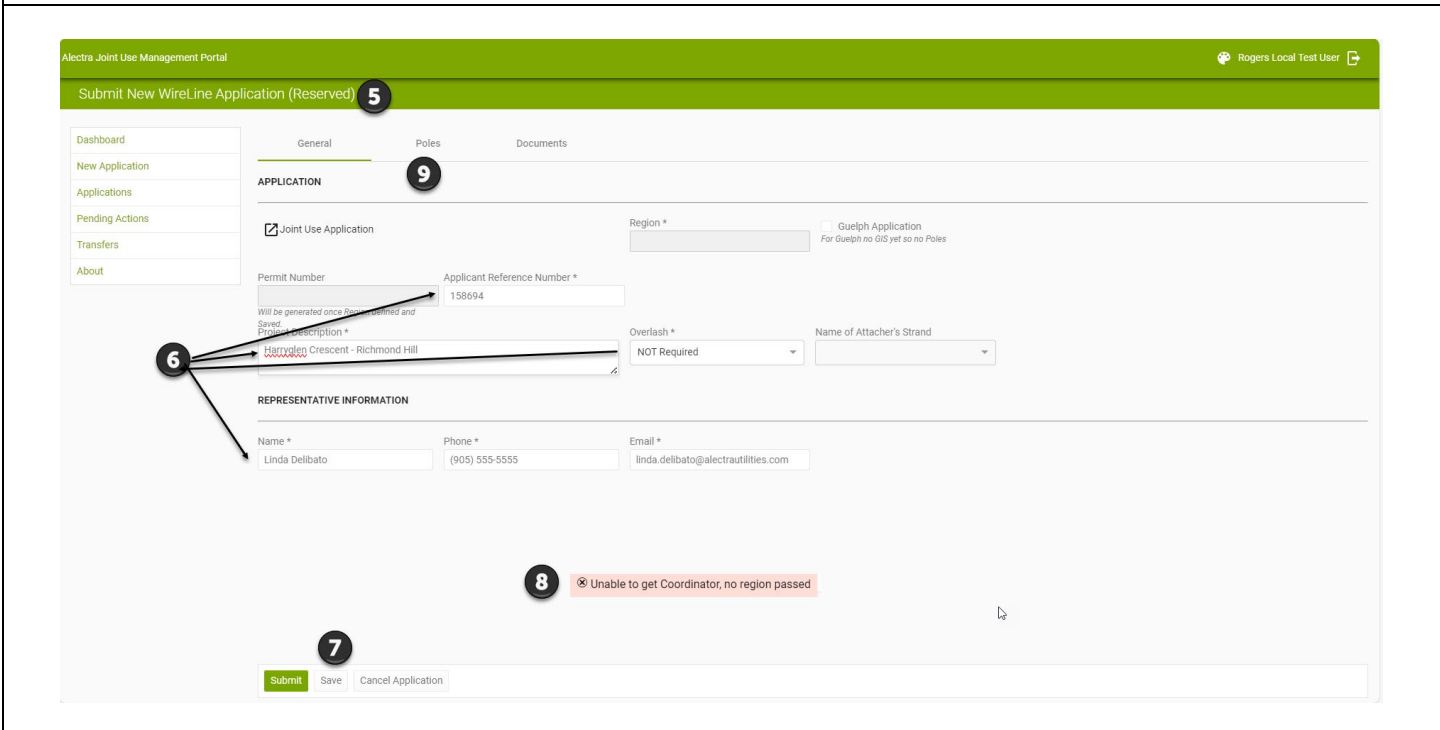
Required Documents for Application Type

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

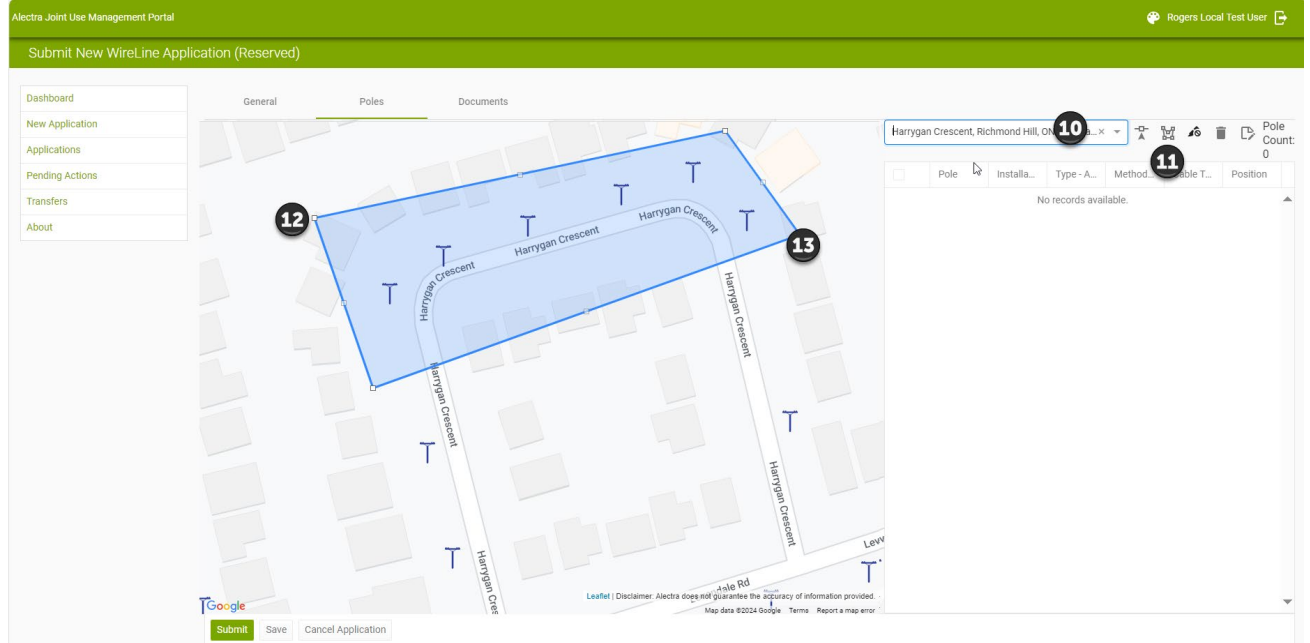
1. Log into the Alectra ATTACH Module using your user credentials.
2. Click on the “New Application”.
3. Click on “Tenant Attachment Wireline”.
4. The Module will pause and show message while creating the application.



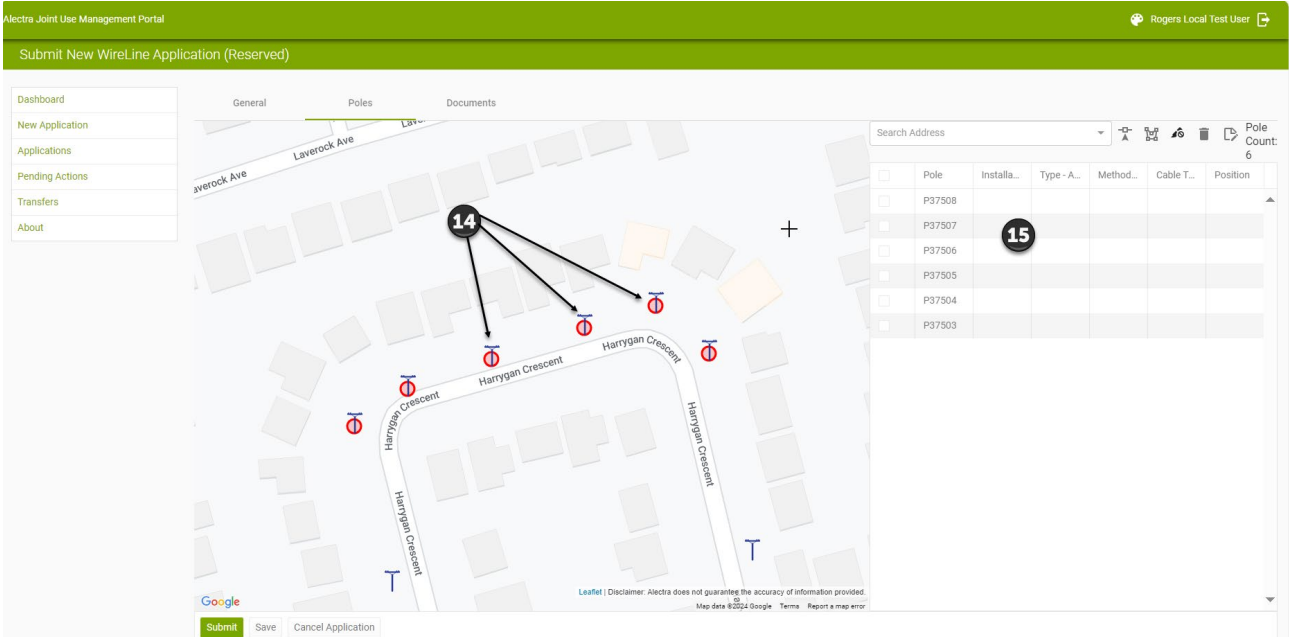
5. Submit New Wireline Application form opens.
6. Enter Required information – Applicant Reference Number, Project Description, Overlash Information, Representative Information.
7. “Save”.
8. When save is initiated at this point Error message appears. It is indicating that the Region has not been selected. Region selection is automatic when poles are chosen.
9. Click on “Pole Tab”.



10. Enter “location” into Search area – will position the map window with your location.
11. Click on “Select Poles by Polygon”.
12. Draw a “Polygon” around the poles that you want to capture in the application.
13. “Double click” to complete Polygon.



14. Selected poles are now highlighted in the map window with red.
15. Pole Grid is now populated with pole numbers.



16. Click on the “highlighted box” to select all poles, alternately you can select poles one by one by clicking on the box beside each pole.
17. Click on “Edit Poles Attributes” icon.
18. Modify Attributes box opens – enter attributes by using “drop down boxes”.
19. Click “Apply”.

Alectra Joint Use Management Portal

Submit New WireLine Application (Reserved)

Dashboard
New Application
Applications
Pending Actions
Transfers
About

General Poles Documents

Laverock Ave Harrygan Crescent

Modify Attributes **18**

Installation: NEW
Attachment Type: COMMUNICATIONS
Attachment Method: ATTACHMENT
Attachment Cable Type: FIBRE CABLE
Position: ROAD SIDE

Apply **19** Cancel

Search Address

<input checked="" type="checkbox"/>	Pole	Installa...	Type - A...	Method...	Cable T...	Position
<input checked="" type="checkbox"/>	P37508					
<input checked="" type="checkbox"/>	P37507					
<input checked="" type="checkbox"/>	P37506					
<input checked="" type="checkbox"/>	P37505					
<input checked="" type="checkbox"/>	P37504					
<input checked="" type="checkbox"/>	P37503					

Pole Count: 6

Leaflet | Disclaimer: Alectra does not guarantee the accuracy of information provided. Map data ©2024 Google Terms Report a map error

Submit Save Cancel Application

20. Pole Grid get updated the pole attribution.
21. “Save”.
22. Click on “Documents Tab”

Alectra Joint Use Management Portal

Submit New WireLine Application (Reserved)

Dashboard
New Application
Applications
Pending Actions
Transfers
About

General Poles Documents **22**

Laverock Ave Harrygan Crescent

Search Address

<input type="checkbox"/>	Pole	Installa...	Type - A...	Method...	Cable T...	Position
<input type="checkbox"/>	P37508	NEW	COMM...	ATTAC...	FIBRE CABLE	ROAD SIDE
<input type="checkbox"/>	P37507	NEW	COMM...	ATTAC...	FIBRE CABLE	ROAD SIDE
<input type="checkbox"/>	P37506	NEW	COMM...	ATTAC...	FIBRE CABLE	ROAD SIDE
<input type="checkbox"/>	P37505	NEW	COMM...	ATTAC...	FIBRE CABLE	ROAD SIDE
<input type="checkbox"/>	P37504	NEW	COMM...	ATTAC...	FIBRE CABLE	ROAD SIDE
<input type="checkbox"/>	P37503	NEW	COMM...	ATTAC...	FIBRE CABLE	ROAD SIDE

Pole Count: 6

Leaflet | Disclaimer: Alectra does not guarantee the accuracy of information provided. Map data ©2024 Google Terms Report a map error

Submit **21** Save Cancel Application

23. Upload Required Documents by “Select File” or “Drag and Drop”.
24. “Save”.
25. “Submit”.
26. Please confirm Click “YES”.

The screenshot shows the 'Submit New WireLine Application (Reserved)' page. The 'Documents' tab is active, displaying a list of required documents for upload:

- SharePoint Documents**
- Engineering Drawing - PDF * (Step 23: Select files...)
- Engineering Drawing - Auto Cad * (Step 24: Select files...)
- Structural Analysis Report - PDF * (Step 25: Select files...)
- Structural Analysis Report - SPIDAcalc file * (Step 26: Select files...)

A confirmation dialog box is open, asking: "Please confirm. You are about to submit the application. Once the application is submitted, you will not be able to make any more changes to the application. Would you like to proceed?" The 'Yes' button is highlighted with a red circle and the number 26.

At the bottom, there are buttons for 'Submit' (with a red circle and number 25), 'Save' (with a red circle and number 24), and 'Cancel Application'.

27. General Tab opens

The screenshot shows the 'Tenant Attachment-WireLine HE2024-041 (Submitted to Coordinator)' page. The 'General' tab is selected, and the application status is 'Submitted to Coordinator'. A red box highlights the status with the text 'Application Status Submitted to Engineering'.

The 'Application' section contains the following information:

- Permit Number: HE2024-041
- Application Status: Submitted to Coordinator
- Applicant Reference Number: 158694
- Project Description: Harrygan Crescent - Richmond Hill
- Region: EAST
- Third-Party Representative: Linda Delibato (905) 555-5555, linda.delibato@alectrautilities.com
- Internal Information: Consultant Assigned (blank), Request Cancellation (button)

The 'Submitted' status is highlighted with a red circle and the number 27.

Pending Actions to Engineering Clerk to approve application submission.

CREATE A WIRELINE APPLICATION – OVERLASHING ON ANOTHER TENANT’S STRAND

In the instance that you are attaching a wireline that is Overlashing on another tenant. It is expected that you first obtain permission from the said tenant.

A declaration is presented when the application is submitted where you confirm that you have obtained permission from the strand owner.

Follow the steps to create a Wireline Application

Select Overlash – **“Required”**

Use dropdown to identify tenant in Name of Attacher’s Strand

Identify Overlash on the Pole attributes	Declaration
<div data-bbox="240 1318 662 1801"> <p>Modify Attributes ✕</p> <p>Installation: OVERLASH</p> <p>Attachement Type: COMMUNICATIONS</p> <p>Attachment Method: OVERLASH</p> <p>Attachement Cable Type: FIBRE CABLE</p> <p>Position: ROAD SIDE</p> <p>Apply Cancel</p> </div>	<div data-bbox="863 1318 1474 1486"> <p>You have checked that you are overlashing the strand of another owner. By clicking "Yes", you confirm that you have that owners' permission.</p> <p>Yes No</p> </div>

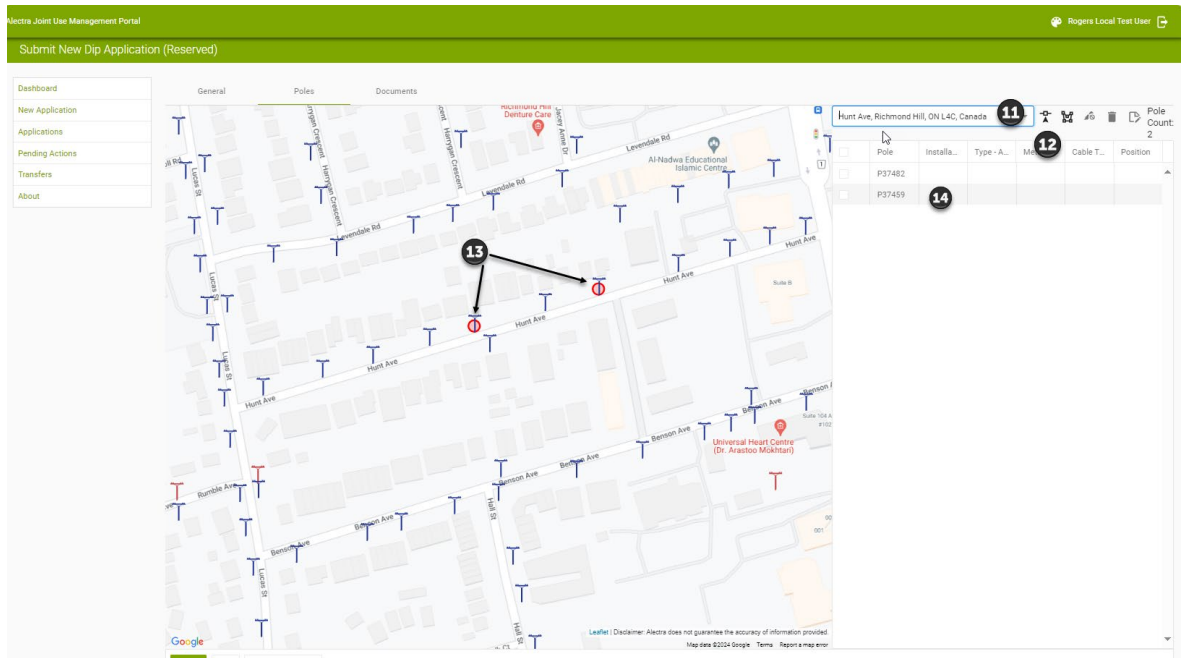
1. Log into the Alectra ATTACH Module using your user credentials.
2. Click on the **“New Application”**.
3. Click on **“Tenant Attachment – Dip Request”**.
4. The Module will pause and show message while creating the application.

The screenshot shows the Alectra Joint Use Management Portal. On the left, there is a 'Sign in to your account' section with a '1' in a circle next to the 'Sign In' button. The username field contains 'rogers'. On the right, the 'New Application' section is highlighted with a '2' in a circle. Under 'Select one of the following options to start a new application', the 'Tenant Attachment - Dip Request' option is selected, marked with a '3' in a circle. A progress indicator at the bottom right shows 'Creating Joint Use Dip Case...' with a '4' in a circle.

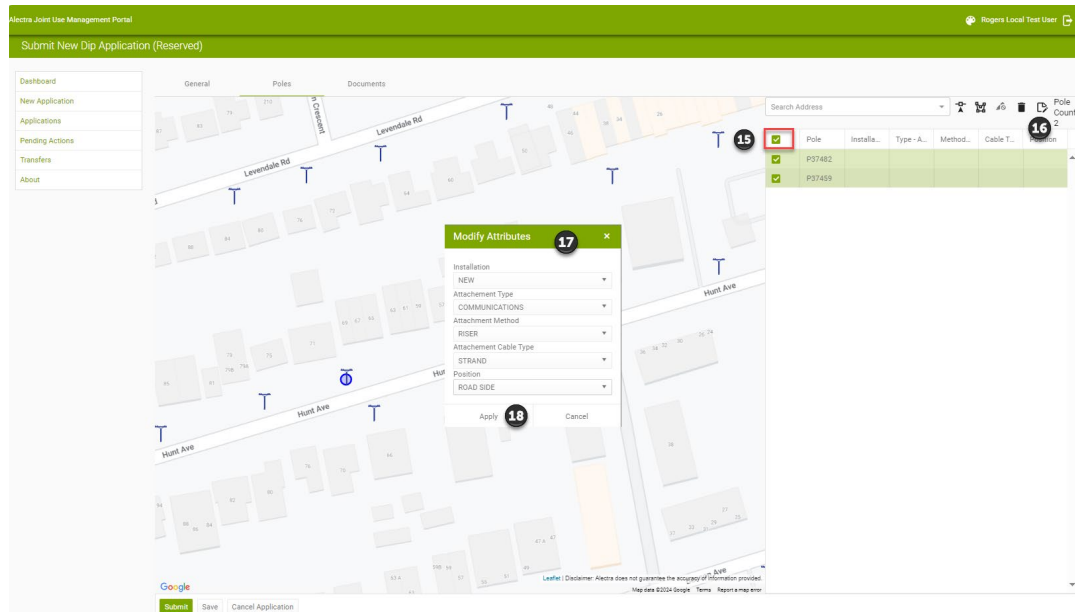
5. Submit New Dip Application form opens.
6. Enter Required information – Applicant Reference Number, Project Description, Representative Information.
7. Note requirements of a Dip application.
8. **“Save”**.
9. When save is initiated at this point Error message appears. It is indicating that the Region has not been selected. Region selection is automatic when poles are chosen.
10. Click on **“Pole Tab”**.

The screenshot shows the 'Submit New Dip Application (Reserved)' form. A '5' in a circle is next to the form title. The 'APPLICATION' section has a '10' in a circle next to the 'Poles' tab. The 'Project Description' field contains 'Hunt Ave - Richmond Hill', with a '6' in a circle pointing to it. The 'REPRESENTATIVE INFORMATION' section has a '7' in a circle pointing to the 'Name' field, which contains 'Linda Delibato'. A '9' in a circle is next to an error message: 'Unable to get Coordinator, no region passed'. At the bottom, the 'Save' button is highlighted with an '8' in a circle.

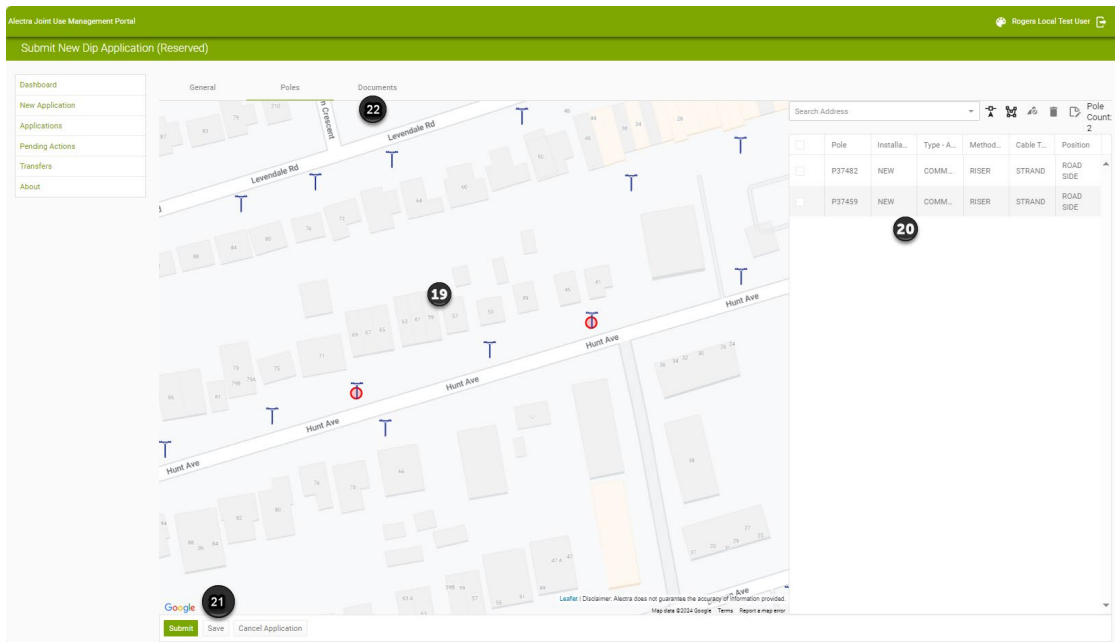
11. Enter “**location**” into Search area – will position the map window with your location.
12. Click on “**Select Poles by Point**”.
13. “**Click**” on each pole to select the poles you want to add a dip attachment. Selected poles are now highlighted in the map window with red.
14. Pole grid is now populated with pole numbers.



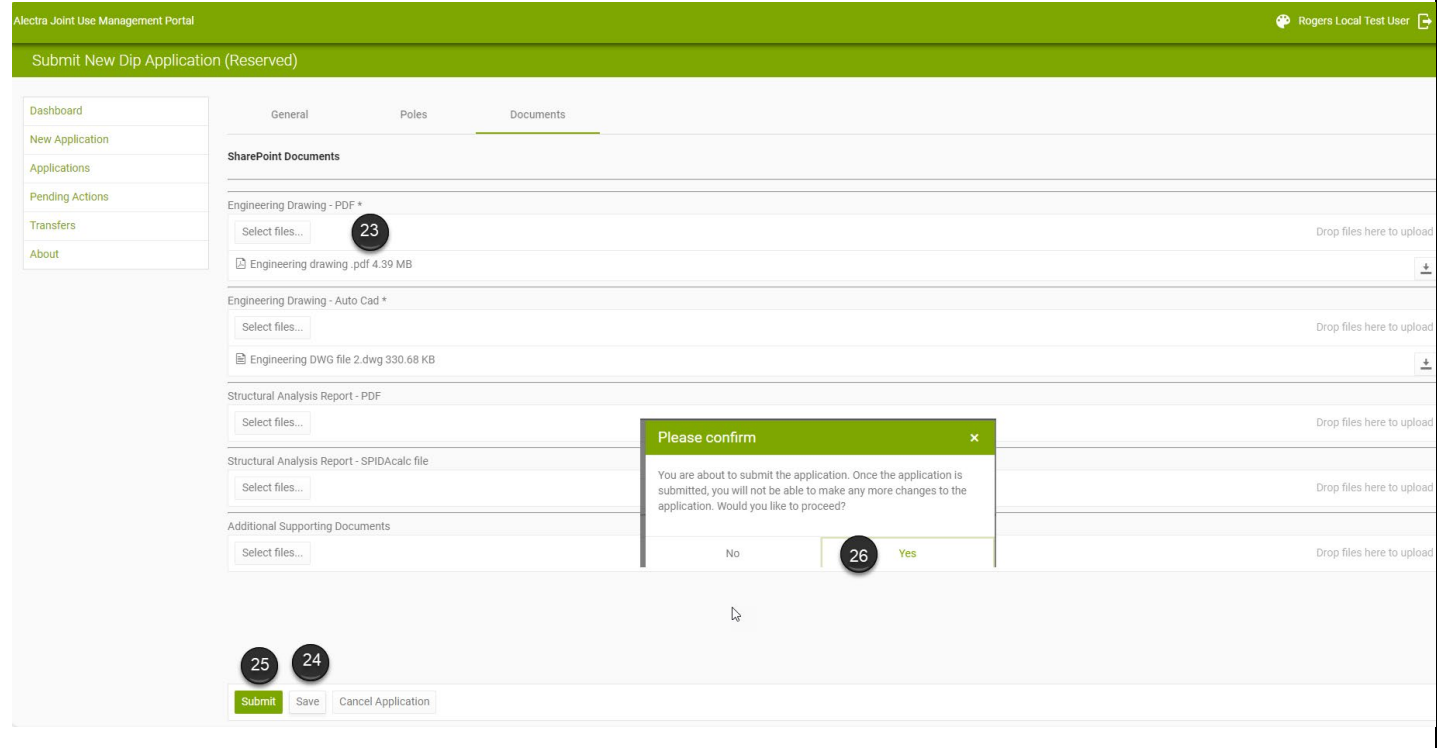
15. Click on the “**highlighted box**” to select all poles, alternately you can select poles one by one by clicking on the box beside each pole.
16. Click on “**Edit Poles Attributes**” icon.
17. Modify Attributes box opens – enter attributes by using “**drop down boxes**”.
18. Click “**Apply**”.



19. Selected poles are now highlighted in the map window with red.
20. Pole Grid is updated populating the pole attribution.
21. **“Save”**.
22. Click on **“Documents Tab”**



23. Upload Required Documents by **“Select File”** or **“Drag and Drop”**.
24. **“Save”**.
25. **“Submit”**.
26. Please confirm Click **“YES”**.



At the release of the Alectra ATTACH module, the GIS system in legacy Guelph Hydro has not been integrated into the Alectra GIS system and will not be before at least 2025. Users will note that when selecting the “Pole Tab” noted in the directions above, poles in the legacy Guelph Hydro area do not show up on the map to be selected in creating an attachment permit. This means that the permit application form cannot be generated at this time through use of the map-based pole selection process outlined above for other Alectra service areas.

Applicants in the legacy Guelph Hydro service territory will need to continue creating the Excel-based permit application form(s) listing the poles being applied for until the legacy Guelph Hydro GIS is integrated. Users will note that when checking the “Guelph Application” box on the General Tab of a new Application form as demonstrated below, the option to upload “Additional Supporting Documents” appears in the Documents Tab. The Excel-based permit application form can be attached under this heading to be submitted along with all other required documents.

We do apologize for this inconvenience and will notify all legacy Guelph Hydro tenants when the system has been updated to allow map-based permit creation in this area.

TENANT RESPONSIBILITIES FOR GUELPH APPLICATIONS

Attachment Applications – Wireline, Wireless, Dip, Streetlight, Decorative

- 13) Submit Application:
 - General information
 - If Overlapping on another tenant – select tenant and declaration that permission has been obtained.
 - Upload pole list with pole attribution
 - Upload required documents
- 14) Revisions Required by Engineering Clerk or Consultant:
 - Amend application based on comments
 - Resubmit
- 15) Submit Payment:
 - Upload payment or purchase order to Documents Tab
- 16) Application Approved:
 - Proceed with approved field construction to attach to Alectra poles.
- 17) As Built Submission:
 - When construction complete upload As Built documents to the Documents Tab

Bonding Application

- 18) Submit Application:
 - General information
 - Upload pole list
 - Upload required documents
- 19) Revisions Required by Engineering Tech:
 - Amend application based on comments
 - Resubmit
- 20) Submit Payment:
 - Upload payment or purchase order to Documents Tab
- 21) Application Approved:
 - Confirmation that Bonding is complete

Removal Application

- 22) Submit Application:
 - General information
 - Upload pole list
 - Complete Record of Inspection
- 23) Revisions Required by Engineering Clerk:
 - Amend application based on comments
 - Resubmit
- 24) Application Approved:
 - Confirmation that Removal application is complete

CREATE A WIRELINE APPLICATION- GUELPH AREA

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

5. Submit New Wireline Application form opens.
6. Enter Required information – Applicant Reference Number, Project Description, Overlash Information, Representative Information.
7. Click in **“Box”** for Guelph Application.
8. **“Save”**.
9. Click on **“Documents Tab”**.

10. Upload Required Documents by “Select File” or “Drag and Drop”.
11. “Save”.
12. “Submit”.
13. Please confirm Click “YES”.

Alectra Joint Use Management Portal Rogers Local Test User

Submit New WireLine Application (Reserved)

Dashboard | New Application | Applications | Pending Actions | Transfers | About

General | Poles | Documents

SharePoint Documents

Engineering Drawing - PDF *
Select files... **10** Drop files here to upload

Engineering Drawing - Auto Cad *
Select files... Drop files here to upload

Structural Analysis Report - PDF *
Select files... Drop files here to upload

Structural Analysis Report - SPIDAcad file *
Select files... Drop files here to upload

Additional Supporting Documents (Guelph Pole List) *
Select files... Drop files here to upload

Submit **12** Save **11** Cancel Application

Please confirm

You are about to submit the application. Once the application is submitted, you will not be able to make any more changes to the application. Would you like to proceed?

No **13** Yes

14. General Tab opens

Alectra Joint Use Management Portal Rogers Local Test User

Tenant Attachment-WireLine HG2024-039 (Submitted to Coordinator)

Submitted **14** Review | Awaiting Revision | Awaiting Payment | Alectra Construction | Approved - Awaiting Tenant As-Built | Construction Verification | Cancelled | Complete

General | Poles | Documents | Pending Actions

Application

Permit Number: HG2024-039 | Application Status: Submitted to Coordinator | Submitted On: 15/May/2024 | Parent Permit Number: []

Applicant Reference Number: 1258458 | Legacy Permit Number: []

Project Description: Arther St S | Region: GUELPH

Third-Party Representative

Name: Linda Delibato | Phone Number: (905) 555-5555 | Email Address: linda.delibato@alectrautilities.com

Internal Information

Consultant Assigned: []

Request Cancellation: []

Application Status Submitted to Engineering

Pending Actions to Engineering Clerk to approve application submission.

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 Application Number and Application Status

Chevrons indicating status of application

Populated on Submission

Permit Number

Application Status

Submitted On date

Region

POLE TAB

Poles selected highlighted in red in map window

Pole Grid Populated with Street Name or Location

Pole	Street Name	Location	Approval
10509	DIXIE RD		
10517	DIXIE RD		
10492	DIXIE RD		
10493	DIXIE RD		
10525	DIXIE RD		

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.

Documents previously uploaded for review or download

Download Button

As the application progresses through the steps more documents will become available 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.

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 HW2024-106



jointuse@alectrautilities.com
To Linda Delibato



9:15 AM

Hello Linda Delibato,

A Revision/Re-submission is required as follows for Attachment Application HW2024-106:

Please see the comments below:

Please revise PDF - not the correct file.

Regards,
Alectra Joint Use Team

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"**

The screenshot shows the Alectra Joint Use Management Portal. On the left, the 'Sign in to your account' page is visible with a 'Sign In' button. On the right, the 'Pending Actions' grid is shown with a table of application details. The table has columns for Permit Number, Applicant Ref., Application Ty., Project Description, Action Status, Region, Last Update D., Submitted on, Consultant As., and Command. A row is highlighted with a 'Pending Actions' tab selected, and the 'Open' button in the Command column is circled.

Permit Number	Applicant Ref.	Application Ty.	Project Description	Action Status	Region	Last Update D.	Submitted on	Consultant As.	Command
HW2024-106	test_email	WindLine	Tenant Attachment-WindLine	Reserved	WEST	Apr 16, 2024 9:14 AM	Apr 16, 2024 9:14 AM		Open

5. Application opens to General Tab to review application
6. Click on **"Documents Tab"**

7. Upload revised documents by “Select File” or “Drag and Drop”.
8. “Submit”.
9. Please Confirm click “Yes”.

The screenshot shows the 'Re-Submit WireLine Application HW2024-106 (Reserved)' page in the Alectra Joint Use Management Portal. The user is logged in as 'Rogers Local Test User'. The page has tabs for 'General', 'Poles', and 'Documents'. The 'Documents' tab is active, showing a list of documents under 'SharePoint Documents' and 'Engineering Drawing - PDF *'. A 'Please confirm' dialog box is open, asking 'You are about to submit the application. Once the application is submitted, you will not be able to make any more changes to the application. Would you like to proceed?' with 'No' and 'Yes' buttons. A 'Submit' button is visible at the bottom left.

The application is submitted back to the Engineering Clerk to review and process through the application steps.

REVISION/RE-SUBMISSION- CONSULTANT

The Alectra 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.

A Revision/Re-Submission is required for Attachment Application HE2024-041



jointuse@alectrautilities.com
To Linda Delibato
Cc East Joint Use; BRUTON Steve

Hello Linda Delibato,

Please see the comments below with respect to your Attachment Application HE2024-041:

Please see review comments

Regards,
Alectra Joint Use Team

The application that requires revision 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. Click “Open”

The screenshot shows the Alectra Joint Use Management Portal. On the left is a login form with fields for 'Username or email' (containing 'rogers') and 'Password', a 'Sign In' button, and a link for 'Or sign in with Alectra OKTA oidc'. On the right is the 'Pending Actions' grid. The grid has columns for Permit Number, Applicant, Application, Project Description, Action Sta., Region, Last Update, Submitted, Consultant, and Command. The first row is highlighted and has a circled '3' next to the 'Open' button. The grid contains the following data:

Permit Number	Applicant	Applicatio...	Project Description	Action Sta.	Region	Last Updat...	Submitted ...	Consultant...	Command
HE2024-041	158604	WireLine	Tenant Attachment-WireLine	Reserved	EAST	May 14, 2024 1:26 PM	May 14, 2024 1:26 PM	rlm_east	Open
JU-0000000818		WireLine	Tenant Attachment-WireLine	Reserved		Apr 26, 2024 1:27 PM	Apr 26, 2024 1:27 PM		Open
AR-0000000301		Removal	Attachment Removal	Reserved		Apr 26, 2024 1:23 PM	Apr 26, 2024 1:23 PM		Open
JU-0000000817		WireLine	Tenant Attachment-WireLine	Reserved		Apr 30, 2024 9:20 AM	Apr 30, 2024 9:20 AM		Open

4. Application opens to General Tab to review application
5. Click on “Documents Tab”

The screenshot shows the 'Re-Submit WireLine Application HE2024-041 (Reserved)' page. The 'General' tab is selected. The 'APPLICATION' section shows: 'Joint Use Application HE2024-041', 'Region * EAST', 'Permit Number HE2024-041', 'Applicant Reference Number * 158604', 'Project Description * Harrygan Crescent - Richmond Hill', and 'Overlath * NOT Required'. The 'REPRESENTATIVE INFORMATION' section shows: 'Name * Linda Delibato', 'Phone * (905) 555-5555', and 'Email * linda.delibato@alectrautilities.com'. A circled '4' is next to the 'General' tab and a circled '5' is next to the 'Documents' tab.

6. Download "Review Comments" using "Download button"
7. "Open" Review Comments, It will be a PDF or word document with detail explanations regarding application.

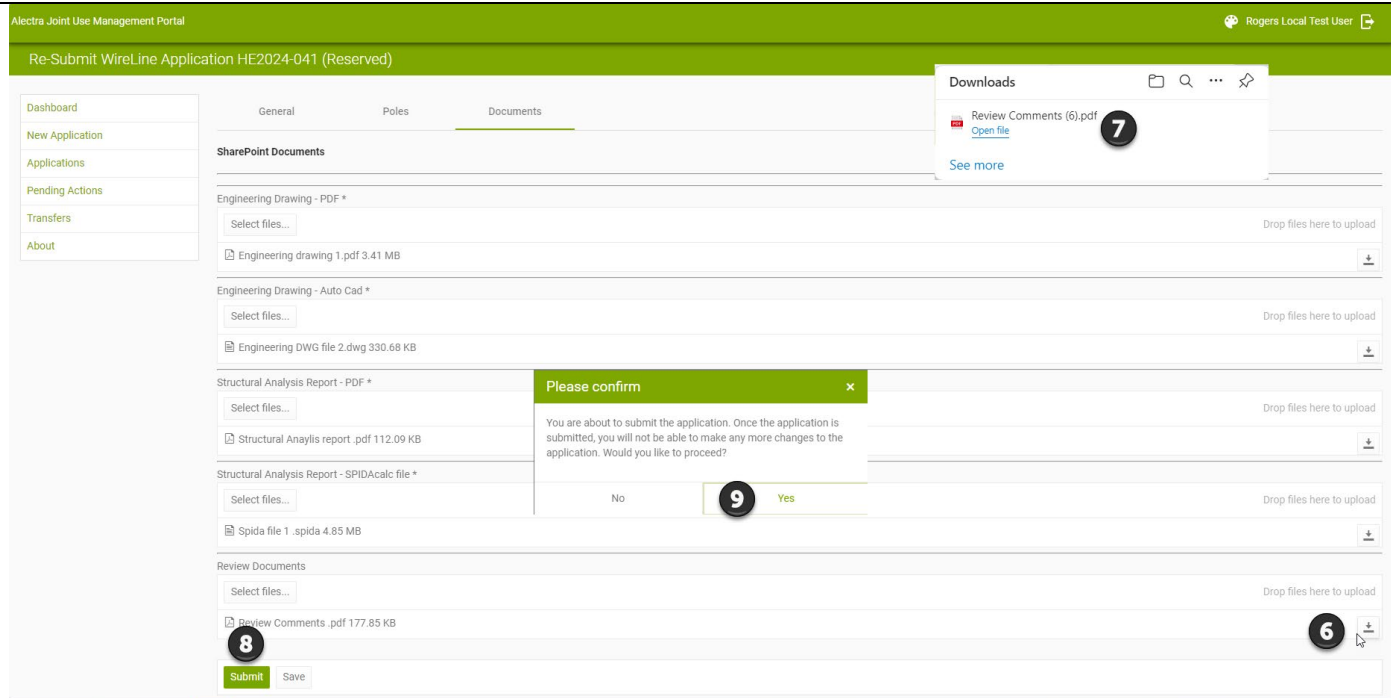
Application can be revised based on Consultant's comments.

Add/Remove poles – **Pole Tab**

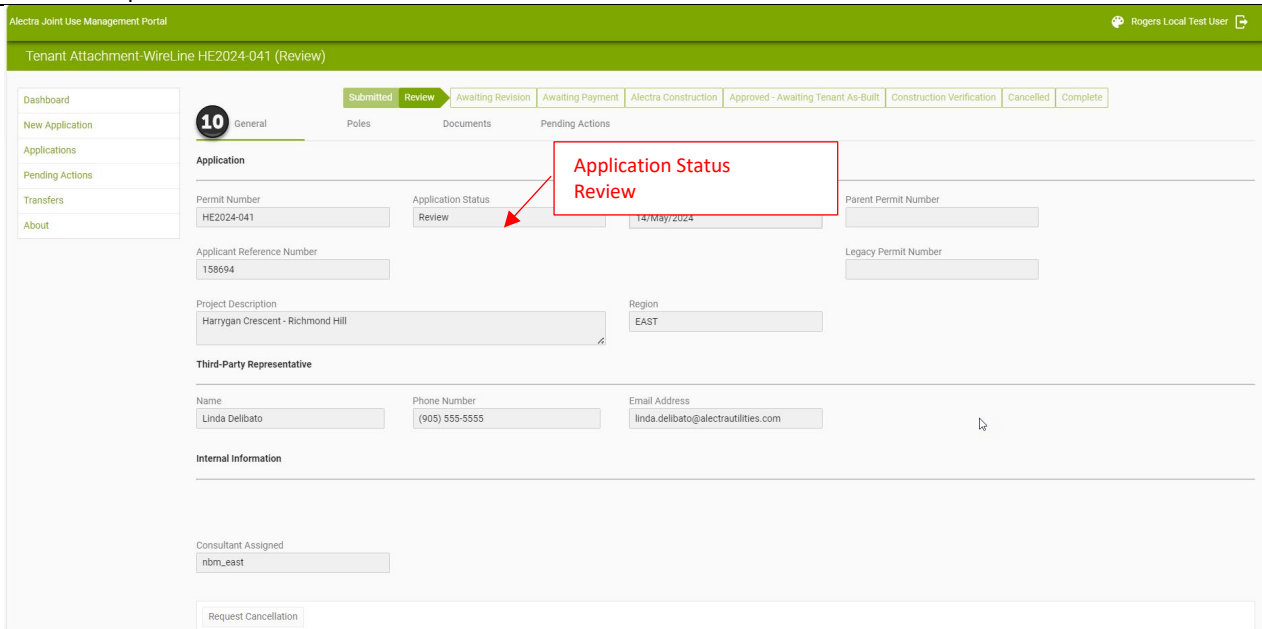
Upload Revised drawings – **Documents Tab**

Once all revisions completed

8. "Submit"
9. Please Confirm click "Yes"



10. General Tab opens



The application will be submitted back to the Consultant to review and process through the application steps.

AWAITING PAYMENT

As the application proceeds through the ATTACH 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.

Example email:

Payment for Attachment Application HW2024-106



jointuse@alectrautilities.com
To: Linda Delibato

Reply Reply All Forward

Tue 4/16/2024 11:30 AM

Hello Linda Delibato,

Please note that an estimate for Attachment Application HW2024-106 has been uploaded. Details can be found and payment made through the Alectra ATTACH. Comments below:

[Please see Permit Estimate](#)

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"**.

1 Sign in to your account

Username or email
rogers

Password

Sign In

Or sign in with
Alectra OKTA oidc

Permit Number	Applicant Ref.	Application Ty.	Project Description	Action Status	Region	Last Update D.	Submitted on.	Consultant As.	Command
HW2024-106	test email	WHS_Line	Tenant Attachment WHS_Line	Reserved	WEST	Apr 16, 2024 9:14 AM	Apr 16, 2024 9:14 AM		Open

5. Application opens to Upload a Payment or Purchase order.
6. Click on **"Permit Application Link"**

Submit Payment

Dashboard
New Application
Applications
Pending Actions
Transfers
About

5

Joint Use Application HW2024-106

Purchase Order *

6

Select files...

Drop files here to upload

7. Application opens to General Page.
8. Click on "Documents tab".

Alectra Joint Use Management Portal

Rogers Local Test User

Tenant Attachment-WireLine HW2024-106 (Payment Pending)

Dashboard
New Application
Applications
Pending Actions
Transfers
About

7

General

Poles

Submitted Review Awaiting Revision Awaiting Payment

Alectra Construction

Approved - Awaiting Tenant As-Built

Construction Verification

Cancelled

Complete

Documents

8

Pending Actions

Application

Permit Number

HW2024-106

Application Status

Payment Pending

Submitted On

16/Apr/2024

Parent Permit Number

Applicant Reference Number

terst_email

Legacy Permit Number

Project Description

upper wellington

Region

WEST

Third-Party Representative

Name

Linda Delibato

Phone Number

(905) 536-1205

Email Address

linda.delibato@electrautilities.com

Internal Information

Consultant Assigned

cima_west

9. Download "Permit Estimate" It will be a PDF or word document with details of the permit estimate.
10. Go to "Pending Actions tab".

Alectra Joint Use Management Portal

Rogers Local Test User

Tenant Attachment-WireLine HW2024-106 (Payment Pending)

Dashboard
New Application
Applications
Pending Actions
Transfers
About

General

Poles

Submitted Review Awaiting Revision Awaiting Payment

Alectra Construction

Approved - Awaiting Tenant As-Built

Construction Verification

Cancelled

Complete

Documents

10

Pending Actions

Engineering Drawing - PDF

Engineering Drawing revised 2 .pdf,5119092 0.00 KB

Engineering Drawing - Auto Cad

Engineering DWG File 30234KB.dwg,31061390 0.00 KB

Additional Supporting Documents

Structural Analysis Report - SPIDAcalc file

spida file 1 .spida,5084533 0.00 KB

Structural Analysis Report - PDF

Structural Analysis report .pdf,114781 0.00 KB

Certification Letter

certification Letter .pdf,201394 0.00 KB

Purchase Order

Record of Inspection

Estimate Letter

Permit Estimate.pdf,1390875 0.00 KB

Review Fees

Review Fees .pdf,79617 0.00 KB

Review Comments

Review Comments .pdf,182122 0.00 KB

MCP/PUCC Approval

PUCCMC.pdf,148880 0.00 KB

Download

9

11. Open Application

Alectra Joint Use Management Portal

Tenant Attachment-WireLine HW2024-106 (Payment Pending)

Submitted Review Awaiting Revision Awaiting Payment Alectra Construction Approved - Awaiting Tenant As-Built Construction Verification Cancelled Complete

General Poles Documents Pending Actions

Export to Excel Export to PDF

Name	Application Number	Application Status	Start Date	Command
Submit Payment	HW2024-106	Reserved	Apr 16, 2024 11:30 AM	Open 11

12. Upload Payment or Purchase order – “Select file” or “drag and drop”.

13. “Complete”.

14. Please confirm- Click “Yes”.

Alectra Joint Use Management Portal

Submit Payment

Joint Use Application HW2024-106

Purchase Order *

Select files... **12** Drop files here to upload

Purchase order.pdf 222.10 KB

Please confirm

Would you like to proceed?

No Yes **14**

13 Complete Save

Note: After the initial email requesting Payment. Reminder emails will be sent every 14 days. After 60 days the application will automatically cancel.

Reminder email: Example

Payment reminder for Attachment Application HW2024-111

jointuse@alectrautilities.com
To: Linda Delibato

Reply Reply All Forward ...
Wed 4/17/2024 1:21 PM

Hello Linda Delibato,

Please note that an estimate for Attachment Application HW2024-111 has been uploaded. Details can be found and payment made through the Alectra ATTACH. Comments below:
null

Regards,
Alectra Joint Use Team

Cancellation email: Example

Attachment Application HW2024-111 Cancelled

jointuse@alectrautilities.com
To: Linda Delibato

Reply Reply All Forward ...
Wed 4/17/2024 1:27 PM

Attachment Application HW2024-111 cancelled.
Payment not recieved.

APPLICATION APPROVED

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

As-built Submission for Attachment Application HW2024-110

 jointuse@alecrautilities.com
To Linda Delibato

[↩ Reply](#) [↩ Reply All](#) [→ Forward](#) [⋮](#)

Wed 4/17/2024 10:22 AM

Hello Linda Delibato,

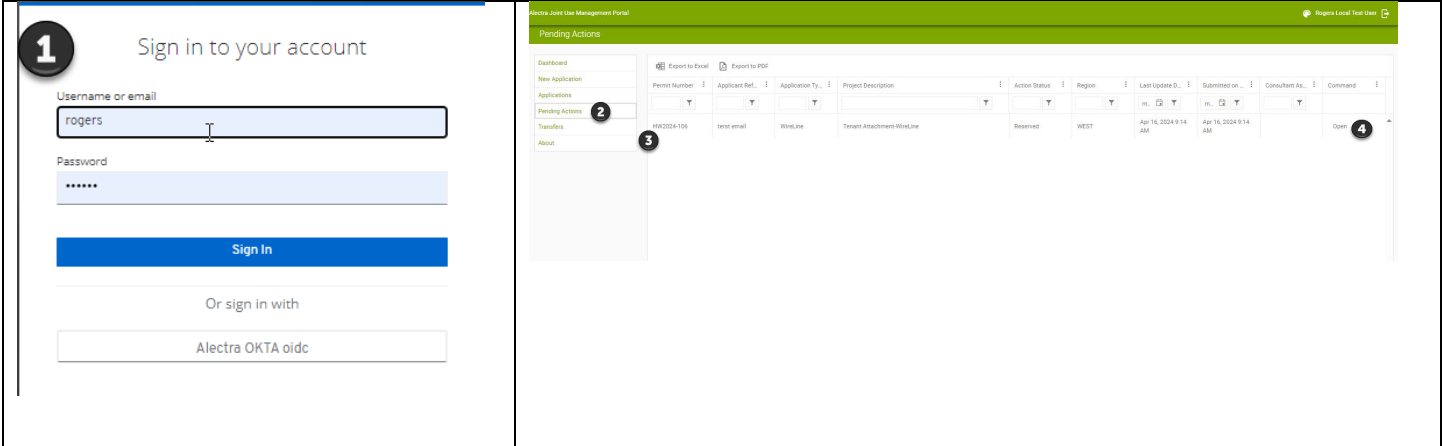
Attachment Application HW2024-110 has been **approved**. Please ensure that "As-built" drawings are submitted within 45 days of the completion of the work and in any event within 225 days from the date the Permit Application was approved.

Regards,
Alectra Joint Use Team

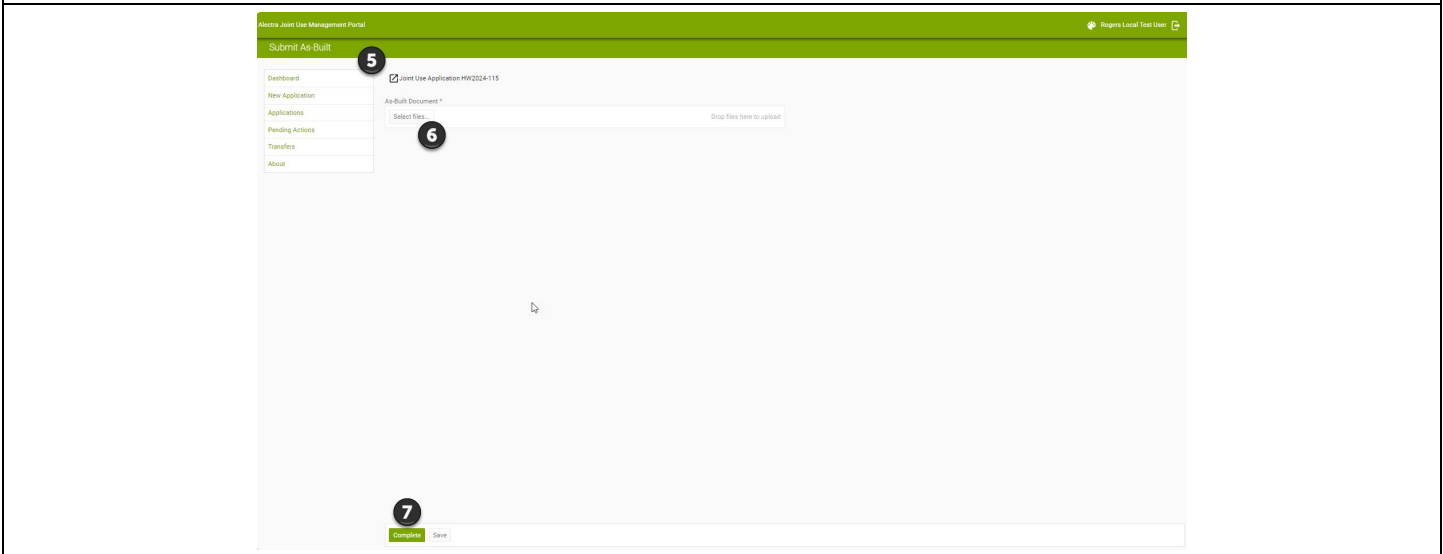
Pending actions go back to the tenant to submit as built documents.

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

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”**.



5. Application opens to As Built Document Upload.
6. **“Select file”** or **“drag and drop”** to upload Document.
7. **“Complete”**.



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

As-built for Attachment Application HW2024-115 requires further information

 jointuse@alectrautilities.com
To: Linda Delibato

Hello Linda Delibato,

As-built for Attachment Application HW2024-115 requires the following attention/reason:
As built submitted for wrong permit application.

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

Attachment Application HW2024-115



jointuse@alectrautilities.com
To Linda Delibato

Hello Linda Delibato,

For your records, Attachment Application HW2024-115 is Complete. No further action is required.

Regards,
Alectra Joint Use Team

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

The screenshot shows the Alectra Joint Use Management Portal interface. The top navigation bar is green and contains the text "Alectra Joint Use Management Portal" on the left and "Coordinator West" on the right. Below this is a sub-header "Tenant Attachment-WireLine - Rogers HW2024-115 (Complete)".

The main content area has a horizontal menu with tabs: Submitted, Review, Awaiting Revision, Awaiting Payment, Alectra Construction, Approved - Awaiting Tenant As-Built, Construction Verification, Cancelled, and Complete. The "Complete" tab is highlighted in green and has a red arrow pointing to it.

Below the tabs are several sections of application data:

- Application:** Includes fields for Permit Number (HW2024-115), Application Status (Complete), Submitted On (19/Apr/2024), Parent Permit Number, Applicant Reference Number (125869), Legacy Permit Number, Project Description (Upper wellington st), and Region (WEST). A red arrow points to the "Complete" status.
- Third-Party Representative:** Includes fields for Name (Linda Delibato), Phone Number ((905) 536-1205), and Email Address (linda.delibato@alectrautilities.com).
- Internal Information:** Includes fields for Work Order No. (125894), MC/PUCC Application Date (19/Apr/2024), HMR Quote Requested (19/Apr/2024), HMR Issued (19/Apr/2024), and Consultant Assigned (cima_west).

A sidebar on the left contains navigation links: Dashboard, Applications, Pending Actions, Transfers, and About.

CANCELLATIONS

The Tenant has 2 options to Cancel a permit application.

Before Application is Submitted

1. Click **“Cancel Application”**.
2. Confirm Click **“Yes”**.

Alectra Joint Use Management Portal
Submit New WireLine Application (Reserved) Rogers Local Test User

Dashboard
New Application
Applications
Pending Actions
Transfers
About

General Poles Documents

APPLICATION

Joint Use Application Region * Qualify Application For Single- or 600-volt or no Poles

Permit Number Applicant Reference Number *
1425896

Will be generated once Region defined and saved.

Project Description * Upper Wellington Overlaid * NOT Required Name of Attacher's Strand

REPRESENTATIVE INFORMATION

Name * Linda Delibato Phone * (905) 536-1205 Email * linda.delibato@electrautilities.com

Please confirm

You are about to cancel the application.
You will not have access to the application once it has been cancelled.
Would you like to proceed?

Yes No

Submit Save Cancel Application

After Application is Submitted

1. Go to the application **“General Tab”**.
2. Click **“Cancel Application”**.
3. Confirm Click **“Yes”**.

Alectra Joint Use Management Portal
Tenant Attachment-WireLine HW2024-116 (Submitted to Coordinator) Rogers Local Test User

Dashboard
New Application
Applications
Pending Actions
Transfers
About

Submitted Review Pending Revision Awaiting Payment Alectra Construction Approved Awaiting Tenant Job/Bulk Construction Verification Cancelled Complete

General Poles Documents Pending Actions

Application

Permit Number Application Status Submitted On Parent Permit Number
HW2024-116 Submitted to Coordinator 19/Apr/2024

Applicant Reference Number Legacy Permit Number
1228864

Project Description Upper Wellington Region WEST

Third-Party Representative

Name Linda Delibato Phone Number (905) 536-1205 Email Address linda.delibato@electrautilities.com

Internal Information

Consultant Assigned

Please confirm


You are about to send a request to cancel the application. You will not have access to the application once it has been cancelled.
Would you like to proceed?

No Yes

Request Cancellation

The application will go to the Engineering Clerk to approve. Once approved the Tenant will receive a confirmation email.

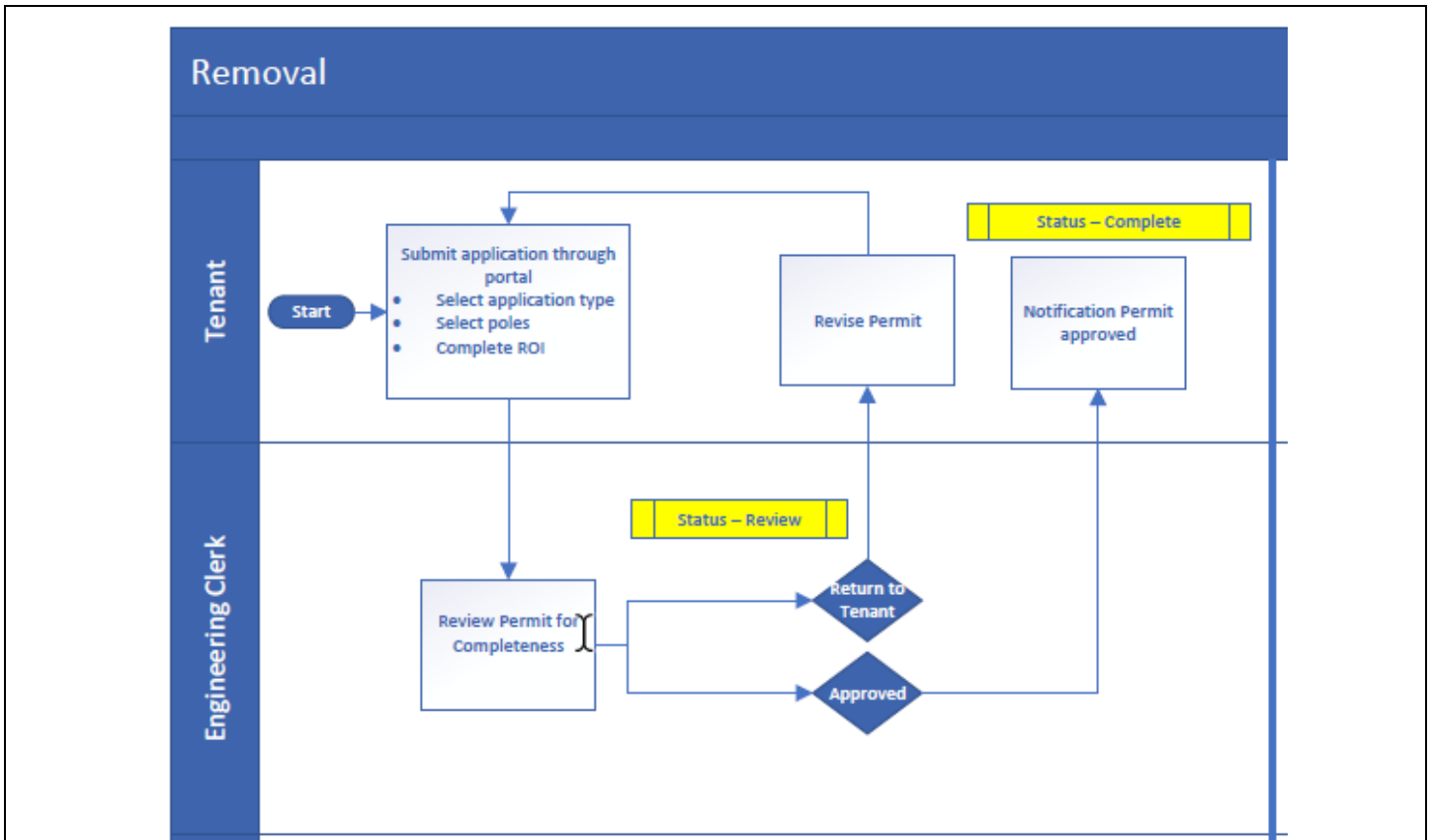
Cancellation Request for Attachment Application HW2024-116

 jointuse@electrautilities.com
To: Linda Delibato
Cc: Alectra Joint Use - West, BRUTON Steve

Hello Linda Delibato,

As requested, Attachment Application HW2024-116 has been CANCELLED.

Regards,
Alectra Joint Use Team



CREATE A REMOVAL APPLICATION

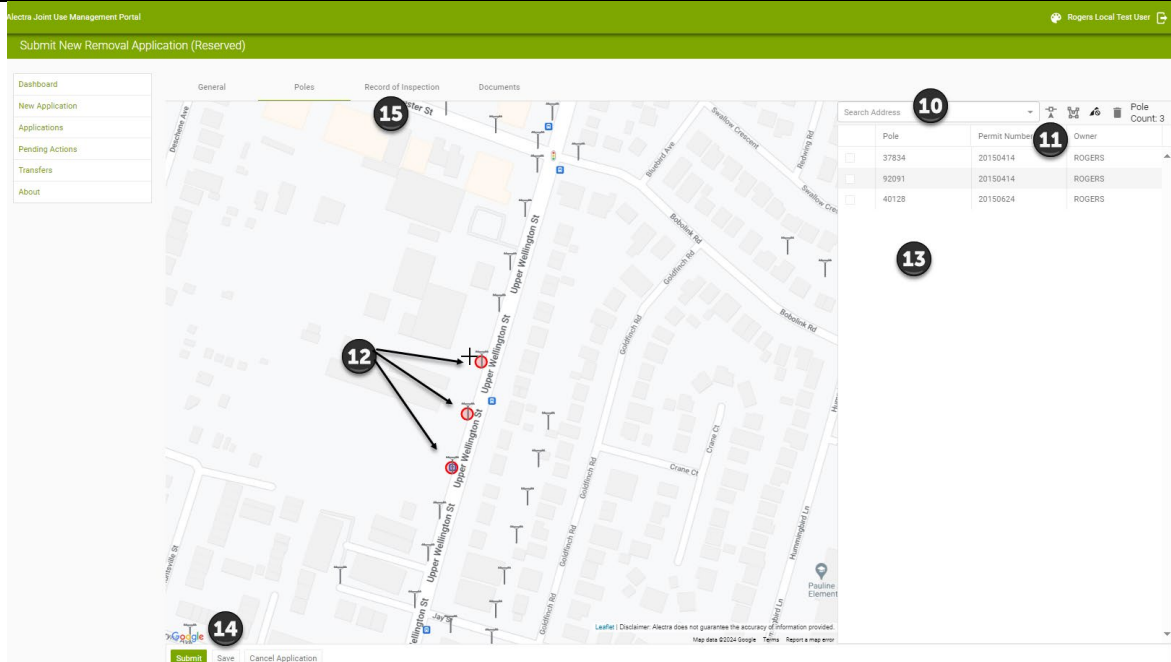
1. Log into the Alectra ATTACH Module using your user credentials.
2. Click on the **“New Application”**.
3. Click on **“Tenant Removal”**.
4. The Module will pause and show message while creating the application.

The image shows two screenshots from the Alectra Joint Use Management Portal. The left screenshot shows the login page with a 'Sign in to your account' heading. It has input fields for 'Username or email' (containing 'rogers') and 'Password' (masked with dots). There is a 'Sign In' button and a link for 'Or sign in with Alectra OKTA oidc'. A circled '1' is next to the heading. The right screenshot shows the 'New Application' page. It has a sidebar with 'New Application' circled as '2'. The main area has a heading 'Select one of the following options to start a new application' and several buttons: 'Tenant Attachment - Wireline', 'Tenant Attachment - Wireless', 'Tenant Attachment - Streetlight', 'Tenant Attachment - Decorative', 'Tenant Attachment - Dip Request', 'Tenant Removal' (circled as '3'), and 'Bonding Request'. A progress indicator at the bottom right shows 'Creating Joint Use Removal Case...' with a circled '4'.

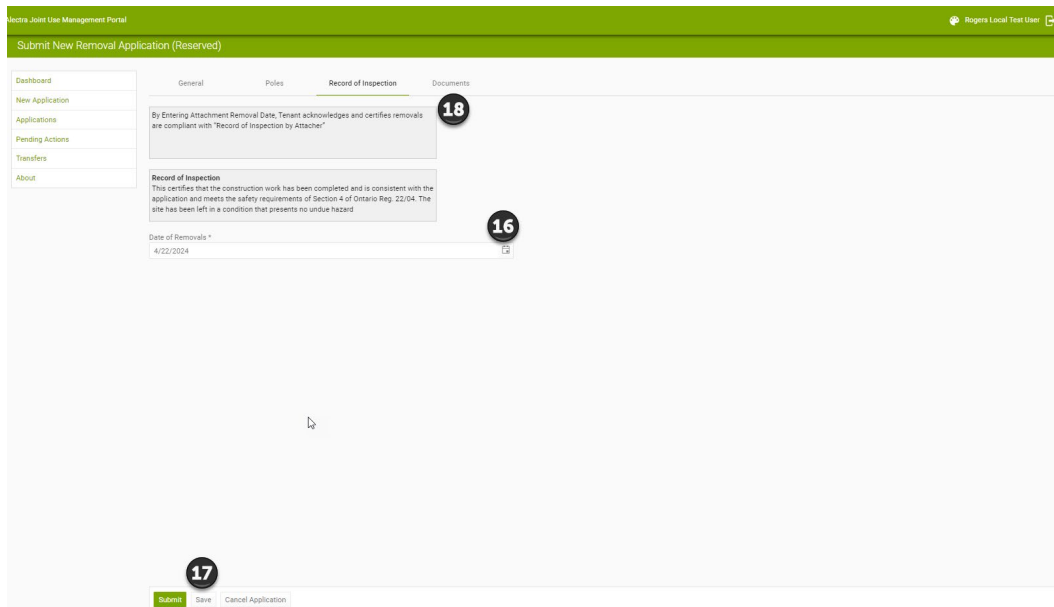
5. General Tab opens for required entries.
6. Enter Required information – Applicant Reference Number, Project Description, Representative Information.
7. **“Save”**.
8. When save is initiated at this point Error message appears. It is indicating that the Region has not been selected. Region selection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

The image shows a screenshot of the 'Submit New Removal Application (Reserved)' form in the Alectra Joint Use Management Portal. The form has tabs for 'General', 'Poles', 'Record of Inspection', and 'Documents'. The 'General' tab is active. The form contains several sections: 'APPLICATION' with a 'Joint Use Application' checkbox and a 'Region *' dropdown; 'Permit Number' and 'Applicant Reference Number *' (1258965) fields; 'Project Description *' (Upper Wellington St); and 'REPRESENTATIVE INFORMATION' with 'Name *' (Linda Delbato), 'Phone *' ((905) 536-1205), and 'Email *' (linda.delbato@alecrautilities.com) fields. A red error message at the bottom says 'Unable to get Coordinator, no region passed'. At the bottom are 'Submit', 'Save', and 'Cancel Application' buttons. Annotations include: '5' on the 'General' tab, '6' pointing to the 'Applicant Reference Number' and 'Project Description' fields, '7' on the 'Submit' button, '8' on the error message, and '9' on the 'APPLICATION' section header.

10. Enter “location” into Search area – will position the map window with your location.
11. Click on “Select Poles by Point”.
12. “Click” on each pole to select the 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”.



16. Enter date of Removals with “Calendar Selection”.
17. “Save”.
18. Click on “Documents Tab”.



19. There are no required documents for a Removal application, but the Tenant does have the ability to upload supporting documents if required.

20. Click "Submit".

21. Please Confirm click "Yes".

The screenshot shows the 'Submit New Removal Application (Reserved)' page in the Alectra Joint Use Management Portal. The user is logged in as 'Rogers Local Test User'. The page has tabs for 'General', 'Poles', 'Record of Inspection', and 'Documents'. Under the 'Documents' tab, there is a 'SharePoint Documents' section with an 'Additional Supporting Documents' area. A 'Drop files here to upload' area is highlighted with a callout '19'. At the bottom of the page, a 'Submit' button is highlighted with a callout '20'. A 'Please confirm' dialog box is open, asking 'You are about to submit the application. Once the application is submitted, you will not be able to make any more changes to the application. Would you like to proceed?'. The 'Yes' button in the dialog is highlighted with a callout '21'. Below the dialog, there are buttons for 'Submit', 'Save', and 'Cancel Application'.

The application is now submitted to the Engineering Clerk for approval.

If any discrepancies are found, the Engineering Clerk may send the application back through the module for the tenant to revise application.

Once the application is complete the Tenant will receive email notification.

Removal Application HWR2024-051



jointuse@alecrautilities.com
To Linda Delibato

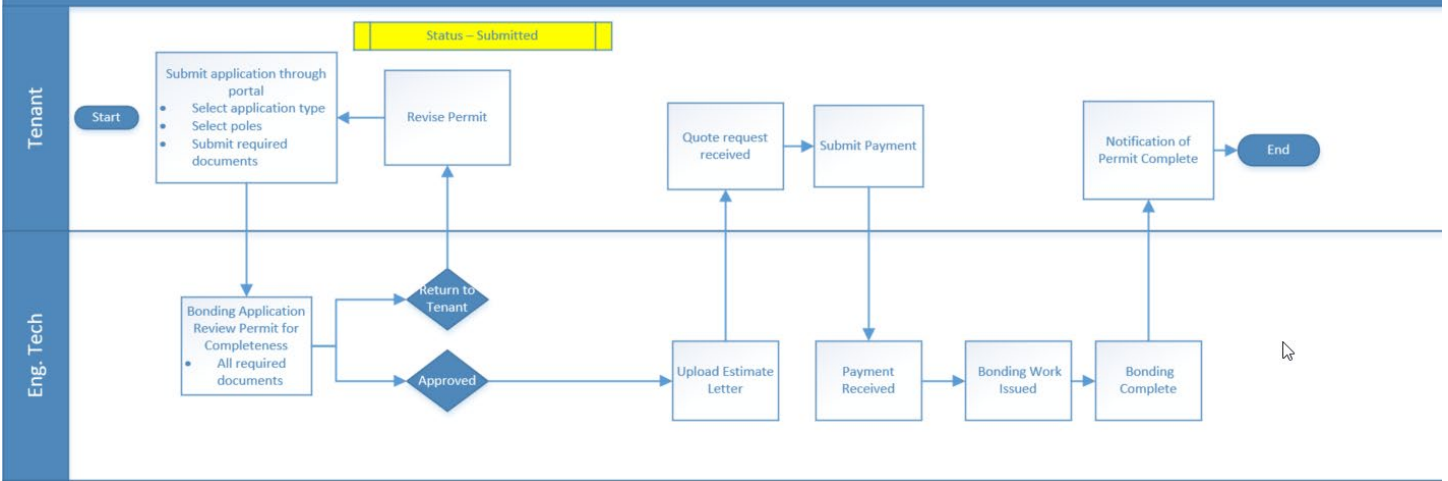
Hello Linda Delibato,

For your records, Removal Application HWR2024-051 is Complete. No further action is required.

Regards,
Alectra Joint Use Team

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

Bonding



CREATE A BONDING APPLICATION

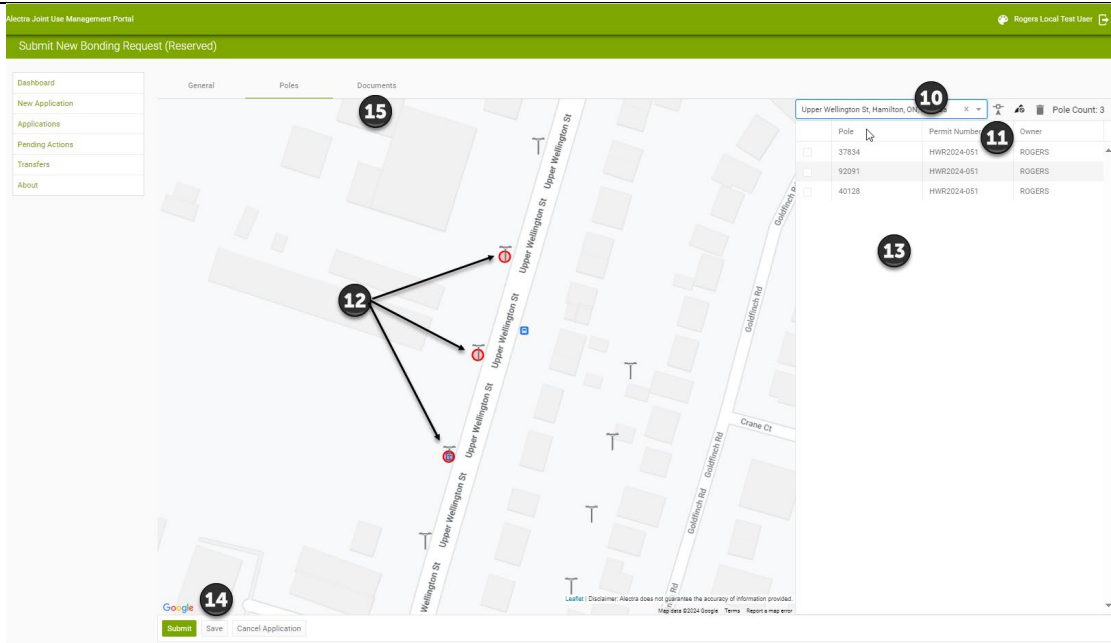
1. Log into the Alectra ATTACH Module using your user credentials.
2. Click on the **“New Application”**.
3. Click on **“Bonding Request”**.
4. The Module will pause and show message while creating the application.

The screenshot shows the Alectra Joint Use Management Portal. On the left, there is a 'Sign in to your account' section with a '1' in a circle. It includes a 'Username or email' field with 'rogers' entered, a 'Password' field with six dots, a blue 'Sign In' button, and links for 'Or sign in with' and 'Alectra OKTA oidc'. On the right, the 'New Application' section has a '2' in a circle. It features a 'Dashboard' sidebar with 'New Application' selected. The main area has a '3' in a circle pointing to the 'Bonding Request' button. A '4' in a circle points to a progress indicator showing 'Creating Joint Use Bonding Case...'.

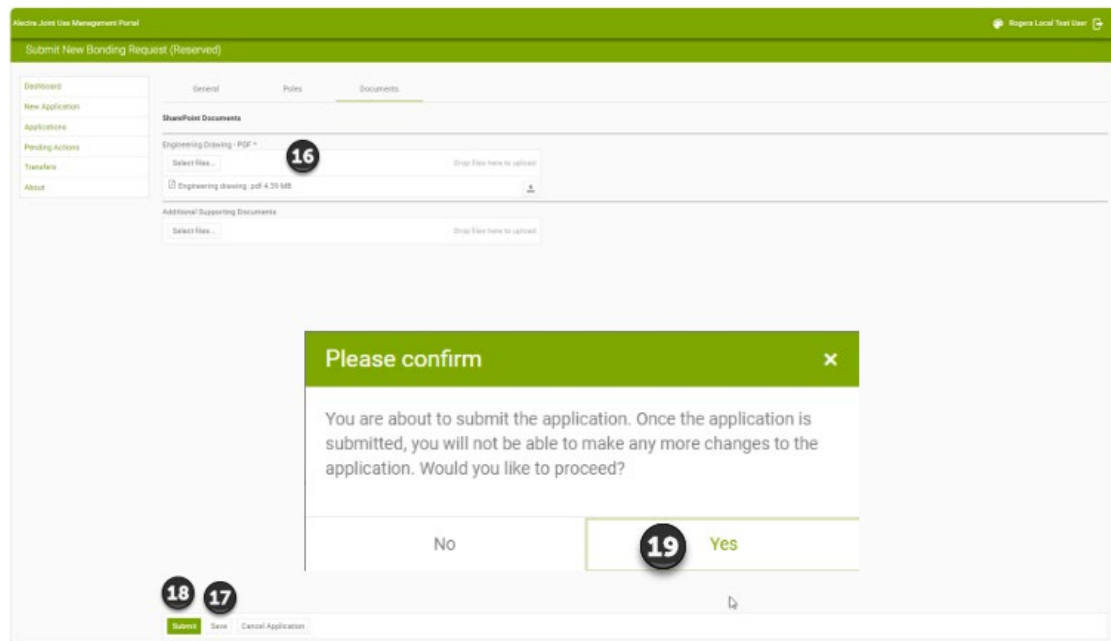
5. General Tab opens for required entries.
6. Enter Required information – Applicant Reference Number, Project Description, Representative Information.
7. **“Save”**.
8. When save is initiated at this point Error message appears. It is indicating that the Region has not been selected. Region selection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

The screenshot shows the 'Submit New Bonding Request (Reserved)' form. A '5' in a circle points to the 'General' tab. A '9' in a circle points to the 'APPLICATION' section. A '6' in a circle has arrows pointing to the 'Project Description *' field (containing 'Upper Wellington St') and the 'REPRESENTATIVE INFORMATION' section. The 'REPRESENTATIVE INFORMATION' section includes 'Name *' (Linda Delibato), 'Phone *' (905) 536-1205, and 'Email *' linda.delibato@alecrautilities.com. A '7' in a circle points to the 'Submit' button. A '8' in a circle points to an error message: 'Unable to get Coordinator, no region passed'. A '9' in a circle also points to the 'Poles' tab.

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 request bonding for. 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 “Documents Tab”.



16. Upload Required Documents by “Select File” or “Drag and Drop”.
17. “Save”.
18. “Submit”.
19. Please confirm click “Yes”.



Note: When submitting a Bonding 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 Built.

Regards,
Alectra Joint Use Team

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