

# ATTACH

**Alectra Joint Use Module**

**Application Tracking and Tenant Approval Coordination Hub**

**Tenant Instruction Manual**

**Municipal**

**Streetlighting, Traffic Signals  
Signs, Banners and Decorative**

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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 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.

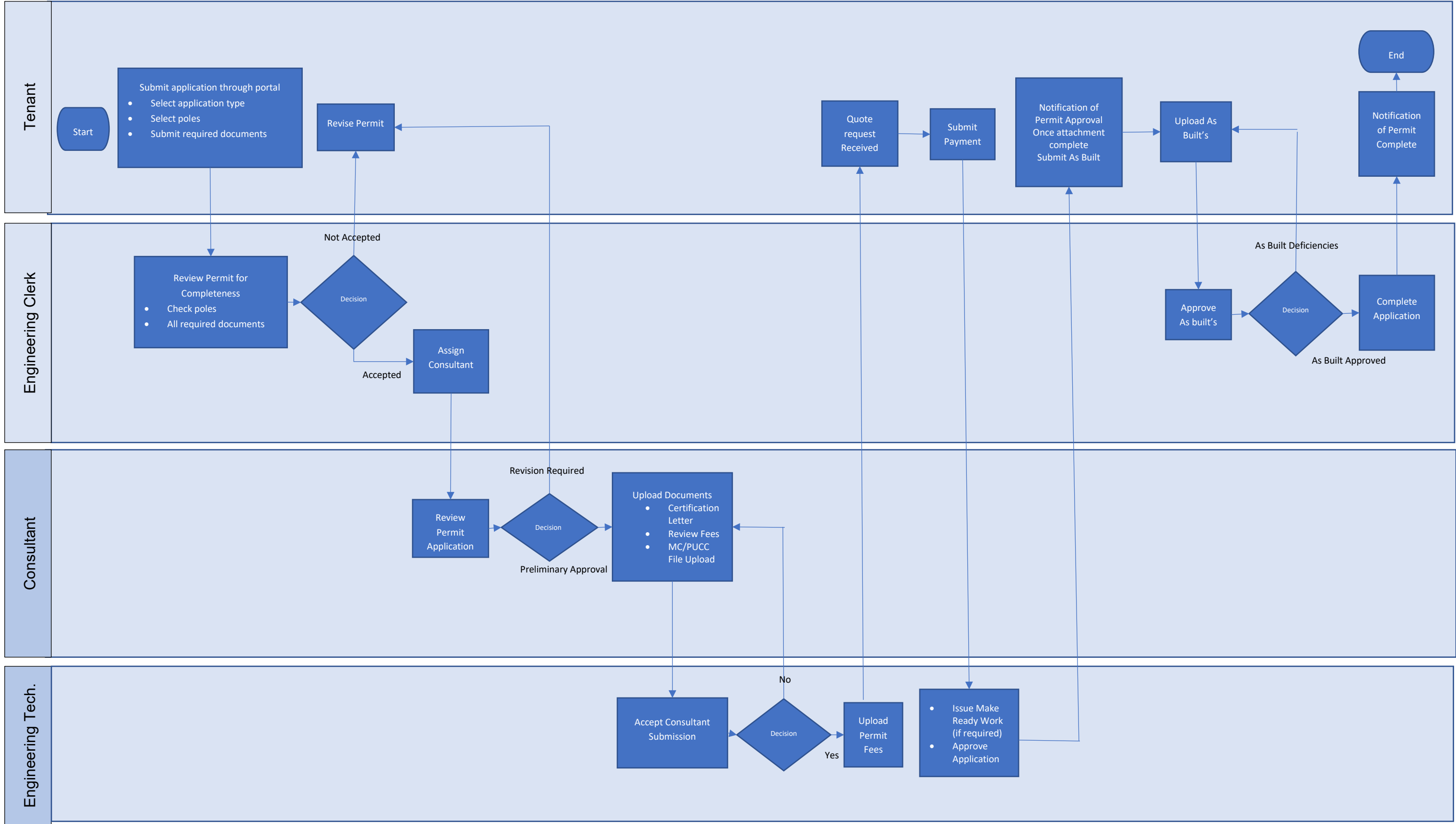
For Joint Use permitting, you'll find the application process far more user friendly than filling out columns of information in Excel permit application forms. Our tenants will no longer have to send multiple emails for permit applications due to file sizes to apply for attachment to Alectra Poles, to 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.

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



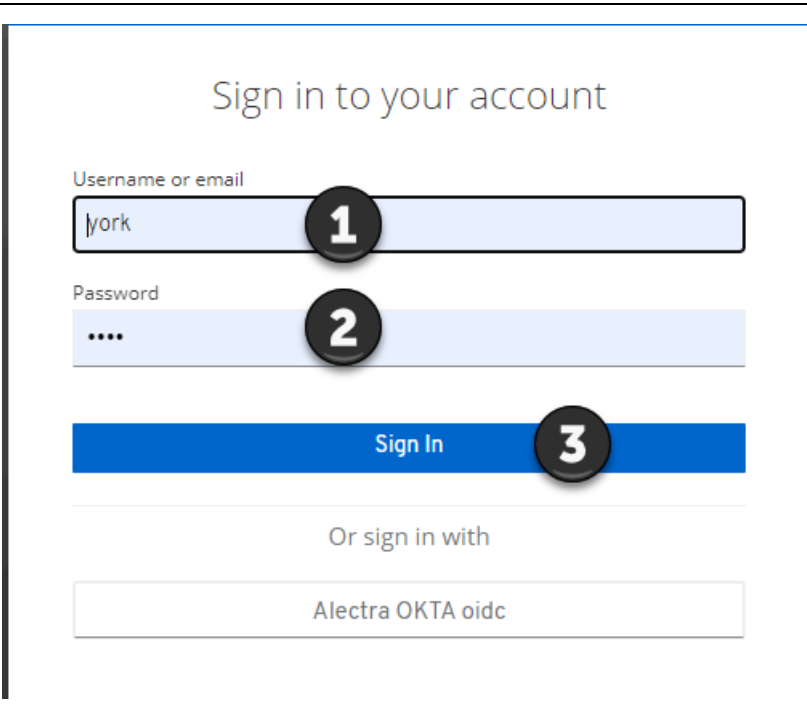
The Alectra ATTACH Module requires user authentication to allow users access to the site.

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.

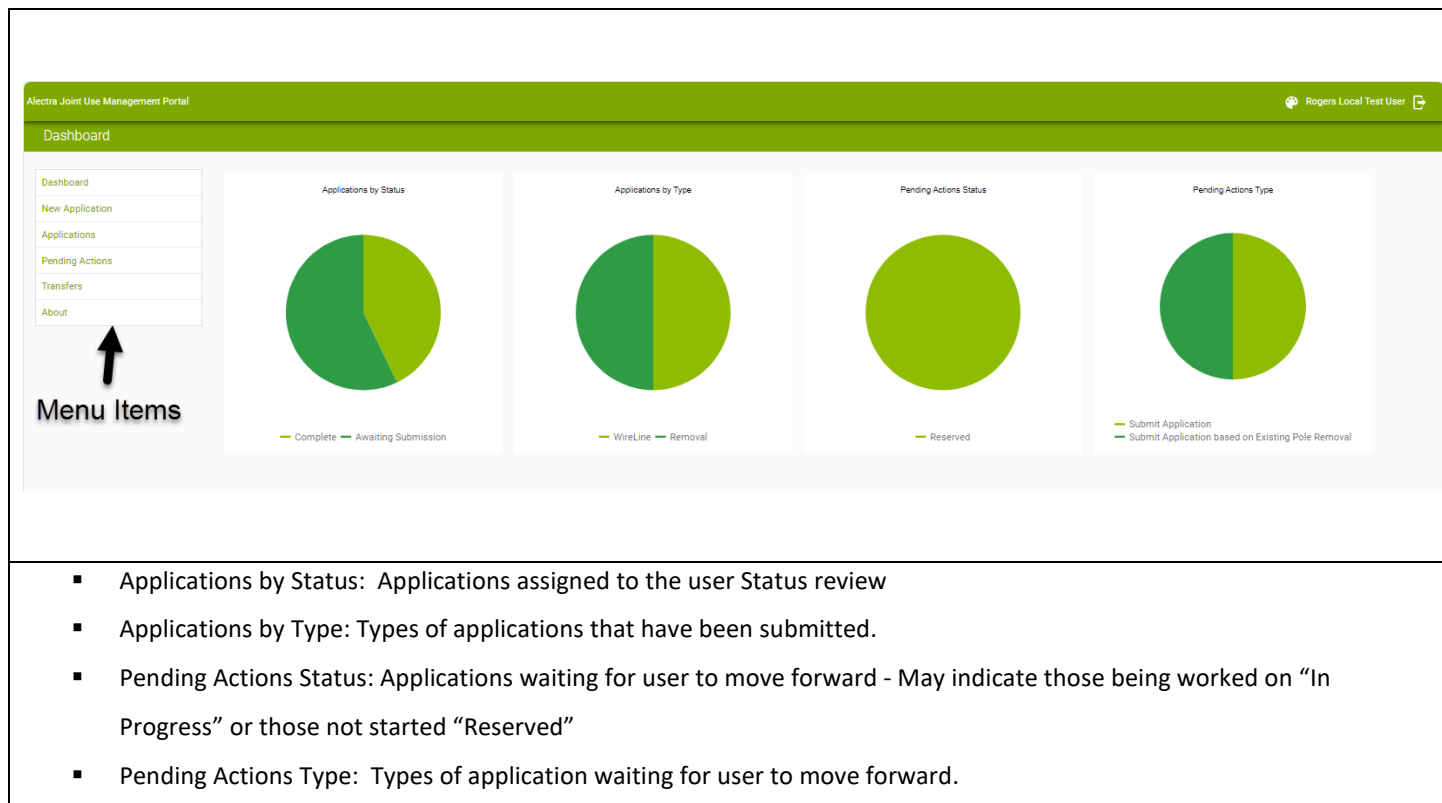
To Open Alectra ATTACH Module navigate to <https://alectraattach.alectrautilities.com/attach>

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

|                                                                                                                                                                                                                                                                          |                                                                                     |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--|
|                                                                                                                                                                                                                                                                          |  |  |
| <ol style="list-style-type: none"><li>1. Enter: UserName</li><li>2. Enter: Password</li><li>3. Click <b>"Sign In"</b></li></ol>                                                                                                                                          |                                                                                     |  |
| <p>A Tenant User has access to their own applications and can only edit attachments 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.



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.

The screenshot shows the 'Alectra Joint Use Management Portal' with a 'New Application' header. On the left is a sidebar menu with links: Dashboard, New Application (highlighted), Applications, Pending Actions, Transfers, and About. The main content area is titled 'Select one of the following options to start a new application' and contains eight buttons: Tenant Attachment - Wireline, Tenant Attachment - Wireless, Tenant Attachment - Streetlight, Tenant Attachment - Decorative, Tenant Attachment - Dip Request, Tenant Removal, and 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.

Electra Joint Use Management Portal

Rogers Local Test User

Applications

Dashboard

New Application

Applications

Pending Actions

Transfers

About

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... |
|---------------|--------------------------|------------------|---------------------|--------------------------|---------------|----------------------|----------------------|---------------------|---------|
| HW2024-082    | Test Wireline            | WireLine         | Hamilton            | Submitted to Coordinator | WEST          | Apr 3, 2024 11:34 AM | Apr 3, 2024 11:32 AM |                     | Open    |
| JU-0000000711 |                          | WireLine         |                     | Awaiting Submission      |               | Apr 3, 2024 9:36 AM  | Apr 3, 2024 9:36 AM  |                     | Open    |
| AR-0000000238 |                          | 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-0000000236 |                          | 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    |

Command column

## PENDING ACTIONS GRID

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.

Alectra Joint Use Management Portal

Rogers Local Test User

Pending Actions

Dashboard

New Application

Applications

Pending Actions

Transfers

About

Export to Excel

Export to PDF

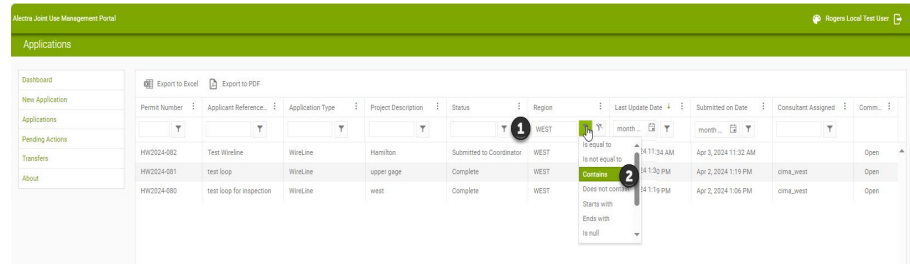
| Permit Number | Applicant | Application | Project Description        | Action Sta. | Region | Last Update          | Submitted            | Consultant | Command |
|---------------|-----------|-------------|----------------------------|-------------|--------|----------------------|----------------------|------------|---------|
| 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    |

## APPLICATION GRID FILTERING AND COLUMN VIEWS

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

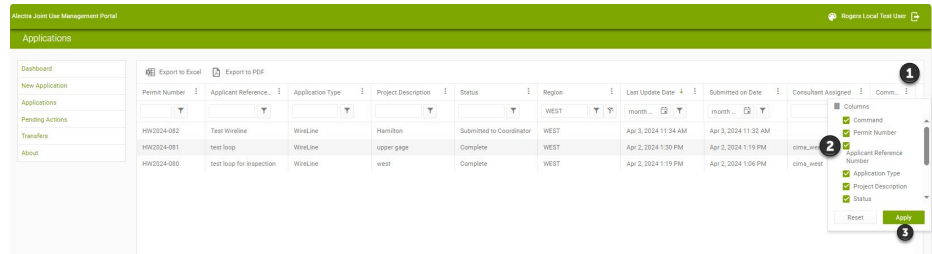
### Filtering

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

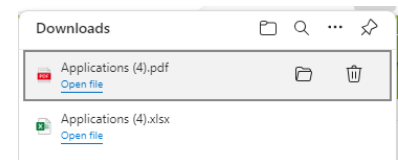
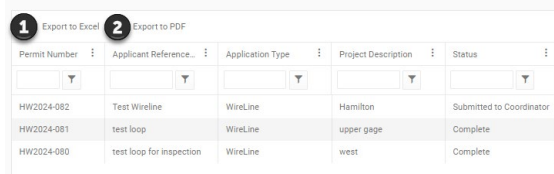
1. Click on the 3 dot context menu
2. Deselect by clicking on or off the check boxes
3. Click apply



### Export to Excel or PDF

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

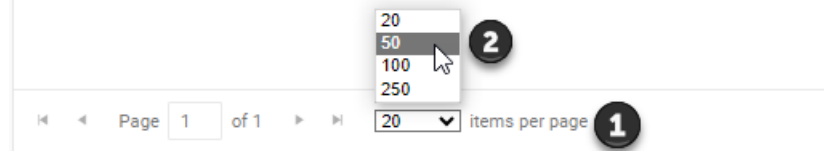
PDF or Excel will download



### 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.



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.

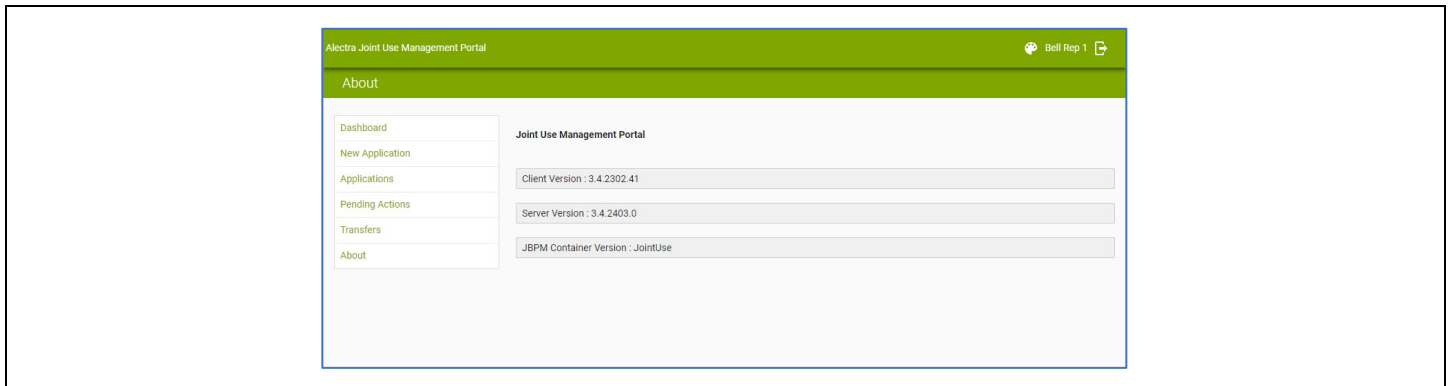
The 'Open' command will open the appropriate transfer request. The attachments are color coded:

- 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.

| Alectra Joint Use Management Portal                                                                                                                                                   |                    |                           |               |             |                     |            |               |         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------|---------------|-------------|---------------------|------------|---------------|---------|
| Transfers                                                                                                                                                                             |                    |                           |               |             |                     |            |               |         |
| <a href="#">Dashboard</a><br><a href="#">New Application</a><br><a href="#">Applications</a><br><a href="#">Pending Actions</a><br><a href="#">Transfers</a><br><a href="#">About</a> | Export to Excel    |                           | Export to PDF |             |                     |            |               |         |
|                                                                                                                                                                                       | Application Number | Date                      | OUTSTANDING   | Pole Number | Attachment Permi... | Time Frame | Region        | Comm... |
|                                                                                                                                                                                       |                    | mont...                   |               |             |                     |            |               |         |
|                                                                                                                                                                                       | TX-0000000058      | March 10, 2023 10:43 AM   | 0             | P15847      | ET-106-2002         | PENDING    | CENTRAL SOUTH | Open    |
|                                                                                                                                                                                       | TX-0000000058      | March 10, 2023 10:43 AM   | 0             | P01569      | unknown             | PENDING    | CENTRAL SOUTH | Open    |
|                                                                                                                                                                                       | TX-0000000058      | March 10, 2023 10:43 AM   | 0             | P15064      | RC-99-15            | PENDING    | CENTRAL SOUTH | Open    |
|                                                                                                                                                                                       | TX-0000000058      | March 10, 2023 10:43 AM   | 0             | P02769      | TC-73-226           | PENDING    | CENTRAL SOUTH | Open    |
|                                                                                                                                                                                       | TX-0000000058      | March 10, 2023 10:43 AM   | 0             | P01569      | ET-63-2002          | PENDING    | CENTRAL SOUTH | Open    |
|                                                                                                                                                                                       | TX-0000000058      | March 10, 2023 10:43 AM   | 0             | P15847      | RC-98-4             | PENDING    | CENTRAL SOUTH | Open    |
|                                                                                                                                                                                       | TX-0000000058      | March 10, 2023 10:43 AM   | 0             | P02765      | TC-73-228           | PENDING    | CENTRAL SOUTH | Open    |
|                                                                                                                                                                                       | TX-0000000058      | March 10, 2023 10:43 AM   | 0             | P15064      | ET-130-2003         | PENDING    | CENTRAL SOUTH | Open    |
|                                                                                                                                                                                       | JU-00000000903     | January 16, 2023 12:55 PM | 53            | 54406       | 20130131            | PENDING    | WEST          | Open    |
|                                                                                                                                                                                       | JU-00000000903     | January 16, 2023 12:55 PM | 53            | 46149_OLD   | 20170829            | PENDING    | WEST          | Open    |

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

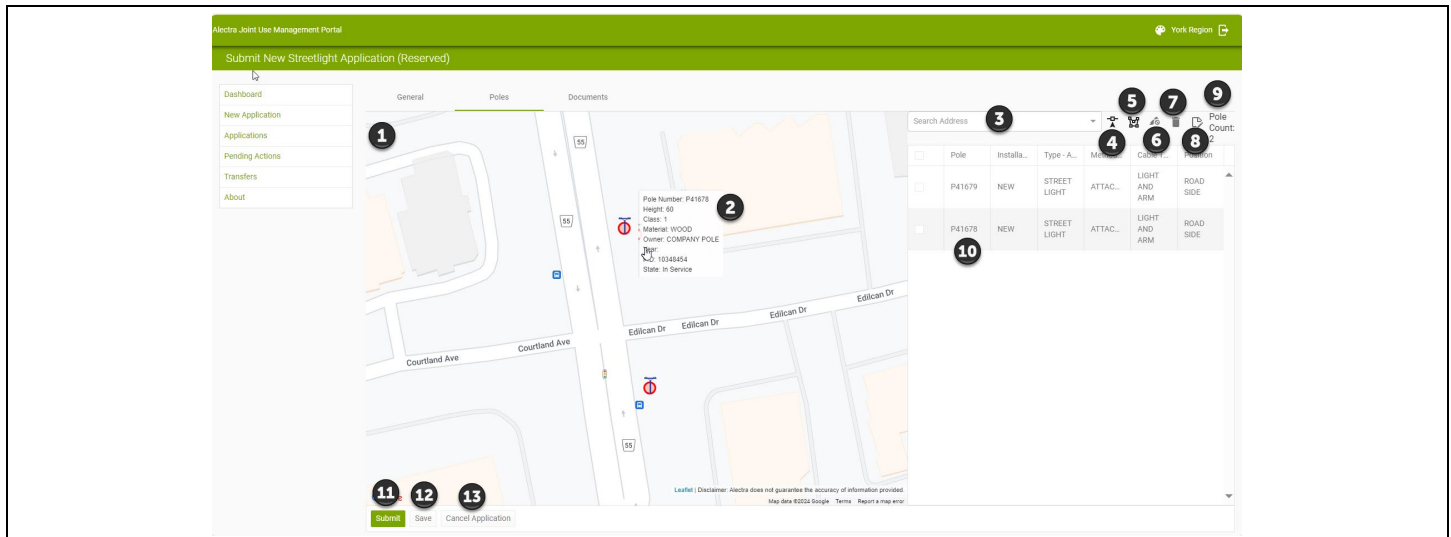
The form can be “Saved” at any point to allow the user to store the partially completed form. Once the form is completed it is “Submitted” to Alectra. “Cancellation” will allow the user to delete a partially completed application before it is submitted. Once submitted, a “Cancellation” request must be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

### GENERAL TAB

|                                      |                                                                                                                                           |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Permit Number</b>              | A read only field that is system populated based on poles selected by the pole tab.                                                       |
| <b>2. Applicant Reference Number</b> | Tenants internal reference number. <span style="float: right;">Required Field on Entry*</span>                                            |
| <b>3. Region</b>                     | A read only field that is system populated based on poles selected by the pole tab.                                                       |
| <b>4. Guelph Application</b>         | 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 |
| <b>5. Project Description</b>        | Description of Project <span style="float: right;">Required Field on Entry*</span>                                                        |
| <b>6. Representative Information</b> | Name, Phone, Email <span style="float: right;">Required Field on Entry*</span>                                                            |

## 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).

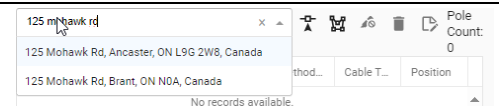


### 1. Map Window

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)

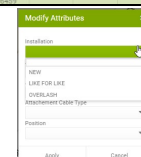
Once a pole or multiple poles are selected in the grid, this command will delete the selected entries.

*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



### 10. Pole Grid

### 11. Submit Application

### 12. Save Application

### 13. Cancel Application

| Mouse Navigation                                                                   |                     |                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <b>Move the Map</b> | Hold down the left mouse button, navigate left, right, up or down.<br>A user can visually confirm they are in map navigation mode when the mouse/cursor appears as the mouse pan hand  |
|   | <b>Zoom</b>         | Zoom in or out using scroll wheel on the mouse                                                                                                                                                                                                                          |
|                                                                                    | <b>Window Area</b>  | 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.                                           |
| Key Board Navigation                                                               |                     |                                                                                                                                                                                                                                                                         |
|   |                     | zoom in / out in the map window                                                                                                                                                                                                                                         |
|   |                     | Move left or right in the map window                                                                                                                                                                                                                                    |
|   |                     | Move up or down in the map window                                                                                                                                                                                                                                       |
|  | <b>Busy Icon</b>    | 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.

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

### **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

| 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- SPIDAcad file | X                |          |             |            |             |         |
| Guelph Only – Separate Pole List          | X                | X        | X           | X          | X           | 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.

1 Sign in to your account

Username or email  
lyork

Password  
....

Sign In

Or sign in with  
Alectra OKTA oidc

Alectra Joint Use Management Portal York Region

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

4 Creating Joint Use Streetlight 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”

Alectra Joint Use Management Portal York Region

Submit New Streetlight Application (Reserved)

Dashboard New Application Applications Pending Actions Transfers About

5 General Poles Documents

APPLICATION

☒ Joint Use Application Region \* Guelph Application For Guelph no GIS yet so no Poles

Permit Number Applicant Reference Number \* Y25896

Project Description \* Edison Drive

REPRESENTATIVE INFORMATION

Name \* Linda Delibato Phone \* (905) 555-5555 Email \* linda.delibato@alectrautilities.com

7 Submit Save Cancel Application

8 Unable to get Coordinator, 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

Alectra Joint Use Management Portal

Submit New Streetlight Application (Reserved)

Dashboard  
New Application  
Applications  
Pending Actions  
Transfers  
About

General Poles Documents

Search Address

Pole Count: 2

| Pole   | Installa... | Type - A... | Method... | Cable T... | Position |
|--------|-------------|-------------|-----------|------------|----------|
| P41679 |             |             |           |            |          |
| P41678 |             |             |           |            |          |

12

13

14

15

11

10

Submit Save Cancel Application

Google

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

16. Modify Attributes box opens – enter attributes by using drop down boxes
17. Click “Apply”
18. Pole Grid get updated the pole attribution
19. “Save”
20. Click on “Documents Tab”

Modify Attributes

Installation: NEW

Attachement Type: STREET LIGHT

Attachment Method: ATTACHMENT

Attachement Cable Type: LIGHT AND ARM

Position: ROAD SIDE

Apply Cancel

Pole Number: P41679  
Height: 60  
Class: 1  
Material: WOOD  
Owner: COMPANY POLE  
Year:  
FID: 10348455  
State: In Service

16

17

General Poles Documents

Search Address

Pole Count: 2

| Pole   | Installa... | Type - A...  | Method... | Cable T...    | Position  |
|--------|-------------|--------------|-----------|---------------|-----------|
| P41678 | NEW         | STREET LIGHT | ATTAG...  | LIGHT AND ARM | ROAD SIDE |
| P41679 | NEW         | STREET LIGHT | ATTAG...  | LIGHT AND ARM | ROAD SIDE |

18

19

20

Submit Save Cancel Application

Google

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

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 Portal

York Region

Submit New Streetlight Application (Reserved)

Dashboard

New Application

Applications

Pending Actions

Transfers

About

GeneralPolesDocuments

SharePoint Documents

Engineering Drawing - PDF \*

Select files...21

Drop files here to upload

Engineering drawing .pdf 4.39 MB

Engineering Drawing - Auto Cad \*

Select files...

Drop files here to upload

Engineering DWG file 3.dwg 952.91 KB

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

Select files...

Drop files here to upload

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?

NoYes24

2223

SubmitSaveCancel Application

## CREATE A DECORATIVE 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.

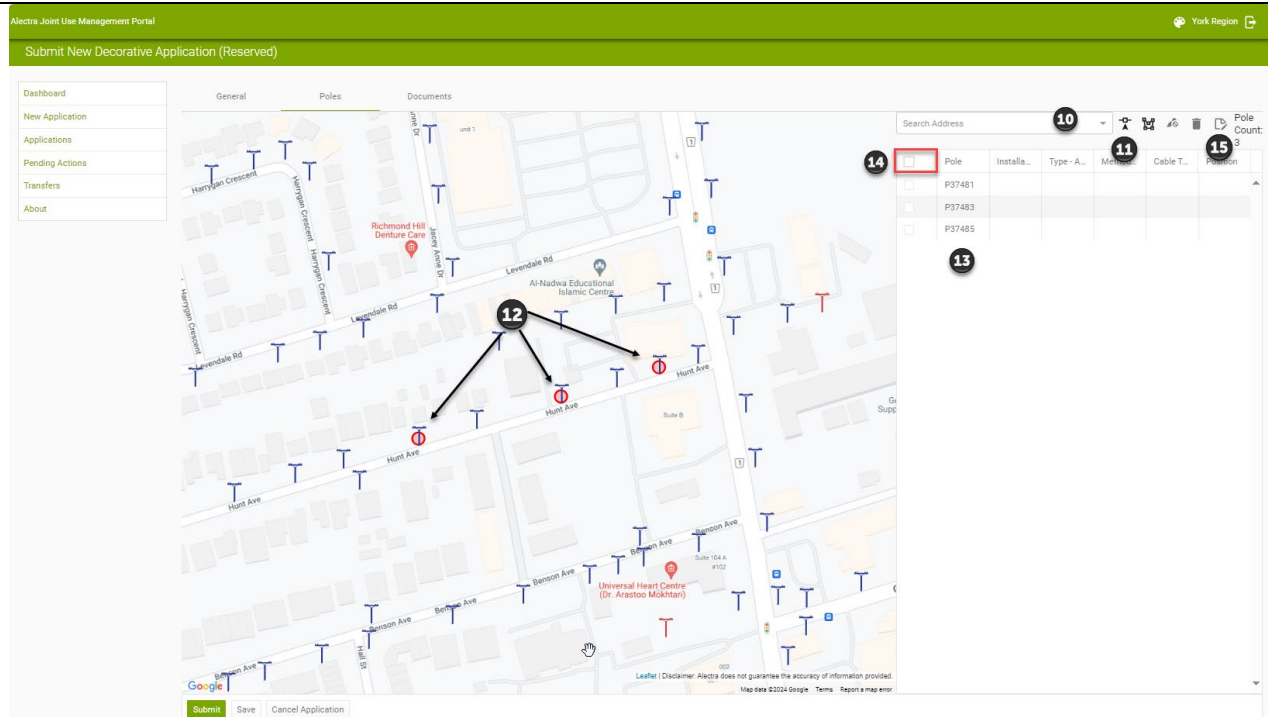
The first screenshot shows the login page with a 'Sign in to your account' header. It includes fields for 'Username or email' (containing 'jwork') and 'Password' (masked with dots). A blue 'Sign In' button is present, along with links for 'Or sign in with' and 'Alectra OKTA oidc'.

The second screenshot shows the 'New Application' page. A sidebar on the left contains links: Dashboard, New Application (highlighted with a '2'), Applications, Pending Actions, Transfers, and About. The main area is titled 'Select one of the following options to start a new application' and lists several options: Tenant Attachment - Wireless, Tenant Attachment - Wireless, Tenant Attachment - Streetlight, Tenant Attachment - Decorative (highlighted with a '3'), Tenant Attachment - Dip Request, Tenant Removal, and Bonding Request. A '4' is placed over a loading spinner and the text 'Creating Joint Use Decorative Case...'.

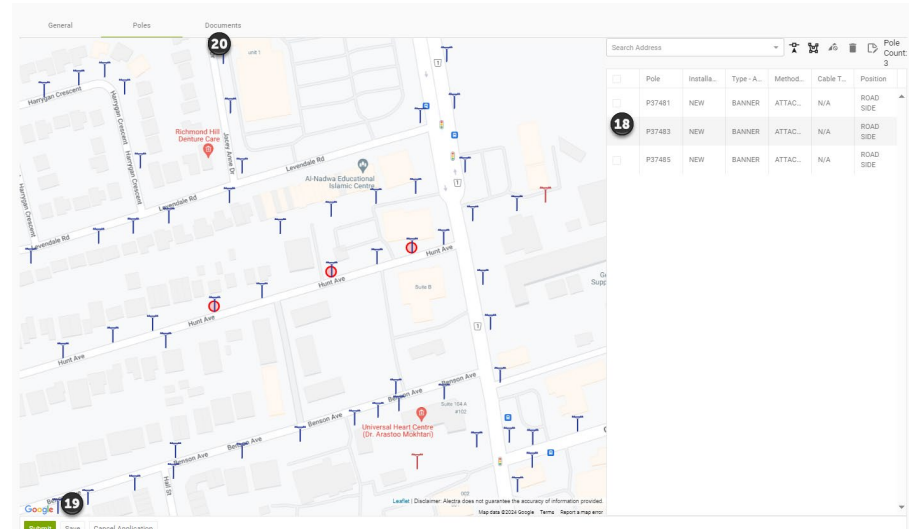
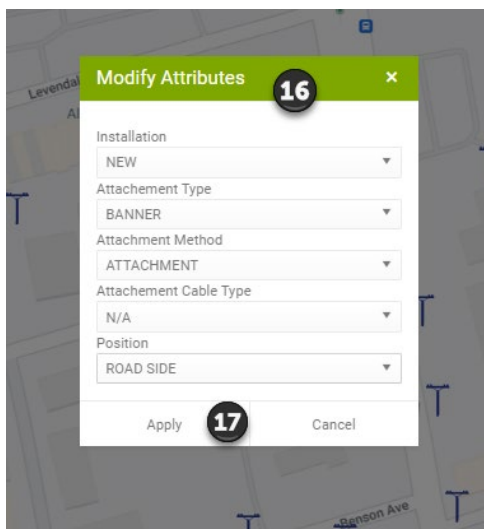
5. General Tab opens for required entries
6. Enter Required information – Applicant Reference Number, Project Description, Representative Information
7. “Save”
8. When save is initiated at this point Error message appears. It is indicating that the Region has not been selected. Region selection is automatic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

This screenshot shows the 'Submit New Decorative Application (Reserved)' form. The 'General' tab is selected, indicated by a '5'. The 'APPLICATION' section includes a 'Region \*' dropdown (highlighted with a '9') and a 'Joint Use Application' checkbox. Below this are fields for 'Permit Number' and 'Applicant Ref. Num.' (containing 'Y568458'). A 'Project Description \*' field contains the text 'Banners on Hunt Ave'. The 'REPRESENTATIVE INFORMATION' section includes fields for 'Name \*' (Linda Delibato), 'Phone \*' ((905) 555-5555), and 'Email \*' (linda.delibato@electrautilities.com). At the bottom, there are 'Submit', 'Save', and 'Cancel Application' buttons. A red error message (highlighted with an '8') states: 'Unable to get Coordinator, no region passed'. A '6' is placed over the 'Project Description' field.

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



16. Modify Attributes box opens – enter attributes by using drop down boxes
17. Click “Apply”
18. Pole Grid get updated the pole attribution
19. “Save”
20. Click on “Documents Tab”



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

Alectra Joint Use Management Portal

York Region

### Submit New Decorative Application (Reserved)

General Poles Documents

SharePoint Documents

Engineering Drawing - PDF \*

Select files... 21 Drop files here to upload

Engineering Drawing PDF.pdf 46.70 KB

Additional Supporting Documents

Select files... Drop files here to upload

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 23 Yes

22

Submit Save Cancel Application

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

Dashboard

New Application

Applications

Submitted

Review

Awaiting Review

Awaiting Payment

Alectra Construction

Approved - Awaiting Tenant As-Built

Construction Verification

Cancelled

Complete

General

Poles

Documents

Pending Actions

Application

Permit Number  
HE2024-034

Application Status  
Submitted to Coordinator

Submitted On  
24/Apr/2024

Parent Permit Number

Applicant Reference Number  
Y14569

Legacy Permit Number

Project Description  
Edlican Dr

Region  
EAST

Third-Party Representative

Name  
Linda Delibato

Phone Number  
(905) 555-5555

Email Address  
linda.delibato@alectrautilities.com

Internal Information

Consultant Assigned

Request Cancellation

General Tab

POLE TAB

Poles selected highlighted in red in map window

Pole Grid Populated with Street Name or Location

Dashboard

New Application

Applications

Pending Actions

Transfers

About

Submitted

Review

Awaiting Revision

Awaiting Payment

Alectra Construction

Approved - Awaiting Tenant As-Built

Construction Verification

Cancelled

Complete

General

Poles

Documents

Pending Actions

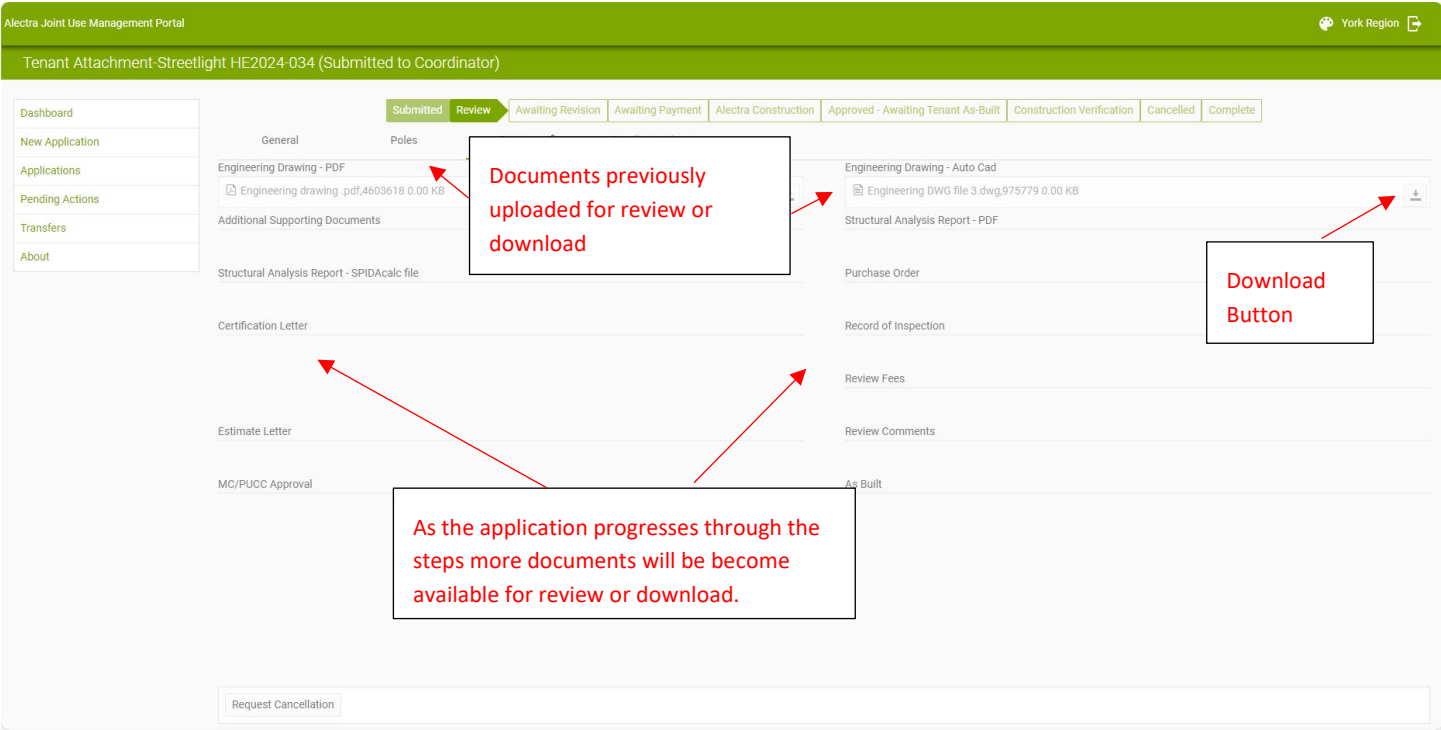
Map window showing poles highlighted in red

| Pole   | Street Name | Location     | Approval |
|--------|-------------|--------------|----------|
| P41679 |             | 8601 JANE ST |          |
| P41678 |             | 8611 JANE ST |          |

Pole Count: 2

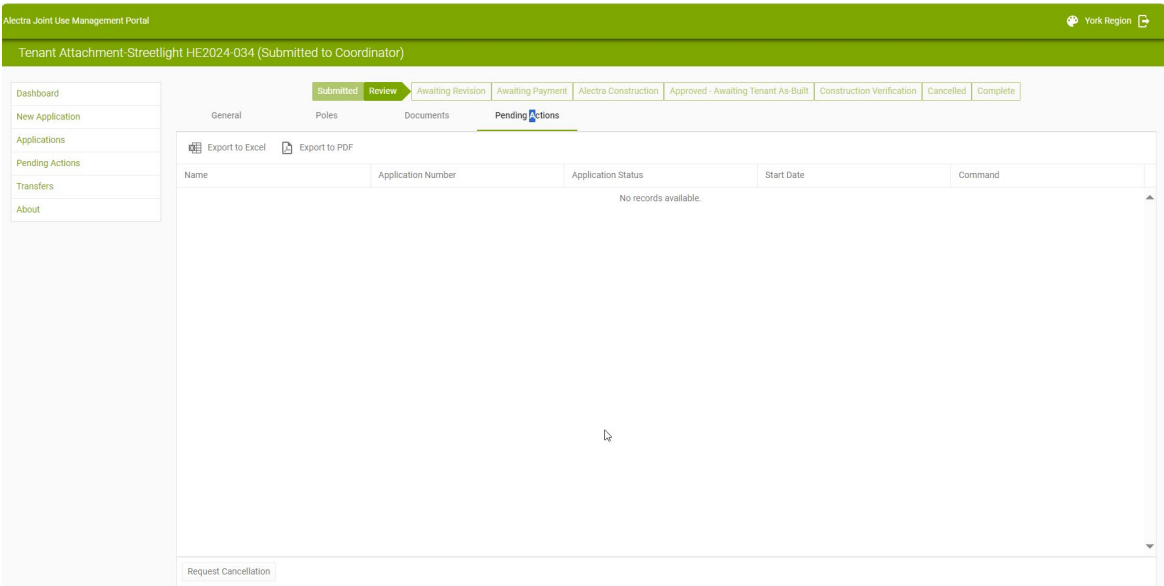
**DOCUMENTS TAB**

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.



**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 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.

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

Password

Sign In

Or sign in with

Alectra OKTA oidc

Alectra Joint Use Management Portal

York Region

Pending Actions

Dashboard

New Application

Applications

Pending Actions

Transfers

About

Export to Excel

Export to PDF

| Permit Number | Applicant | Application | Project Description           | Action Sta. | Region | Last Update          | Submitted            | Consultant | Command |
|---------------|-----------|-------------|-------------------------------|-------------|--------|----------------------|----------------------|------------|---------|
| HE2024-034    | Y14569    | Streetlight | Tenant Attachment Streetlight | Reserved    | EAST   | Apr 24, 2024 2:34 PM | Apr 24, 2024 2:34 PM |            | Open    |

Page 1 of 1 25 items per page 1 - 1 of 1 items

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

Alectra Joint Use Management Portal York Region

Re-Submit Streetlight Application HE2024-034 (Reserved)

Dashboard  
New Application  
Applications  
Pending Actions  
Transfers  
About

5

General

Poles

Documents

6

**APPLICATION**

☒ Joint Use Application HE2024-034 Region \* EAST Guelph Application  
For Guelph no GIS yet so no Poles

Permit Number HE2024-034 Applicant Reference Number \* Y14569

Will be generated once Region defined and Saved

Project Description \* Eldican Dr

**REPRESENTATIVE INFORMATION**

Name \* Linda Delibato Phone \* (905) 555-5555 Email \* linda.delibato@alectrautilities.com

**Submit** **Save**

7. Upload revised documents by selecting the file or drag and drop.
8. **“Submit”**
9. Confirm Submission Click **“YES”**

Alectra Joint Use Management Portal York Region

Re-Submit Streetlight Application HE2024-034 (Reserved)

Dashboard  
New Application  
Applications  
Pending Actions  
Transfers  
About

General

Poles

Documents

**SharePoint Documents**

Engineering Drawing - PDF \*

Select files... 7 Drop files here to upload

Engineering Drawing revised 2 .pdf 4.88 MB +

Engineering Drawing - Auto Cad \*

Select files... Drop files here to upload

Engineering DWG file 3.dwg 952.91 KB +

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

Select files... Drop files here to upload

8

**Submit** **Save**

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.

J

jointuse@alectrautilities.com

To Linda Delibato

Cc East Joint Use; BRUTON Steve

↶

Repl

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

Hello Linda Delibato,

Please see the comments below with respect to your Attachment Application HE2024-034:

Please revise Project - see review comments

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”

1

Sign in to your account

Username or email

York

Password

\*\*\*\*

Sign In

Or sign in with

Alectra OKTA oidc

Alectra Joint Use Management Portal

York Region

Pending Actions

Dashboard

New Application

Applications

Pending Actions

Transfers

About

Export to Excel

Export to PDF

| Permit Number | Applicant | Application | Project Description           | Action Sta. | Region | Last Update          | Submitted            | Consultant | Command |
|---------------|-----------|-------------|-------------------------------|-------------|--------|----------------------|----------------------|------------|---------|
| HE2024-034    | Y14569    | Streetlight | Tenant Attachment Streetlight | Reserved    | EAST   | Apr 24, 2024 2:34 PM | Apr 24, 2024 2:34 PM |            | Open    |

Page 1 of 1

26 items per page

1 of 1 Items

5

Application opens to General Tab to review application

6

Click on “Documents Tab”

ATTACH-Streetlighting-Decorative\_V4

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Alectra Joint Use Management Portal York Region

Re-Submit Streetlight Application HE2024-034 (Reserved)

Dashboard  
New Application  
Applications  
Pending Actions  
Transfers  
About

5

General

Poles

Documents

6

APPLICATION

☒ Joint Use Application HE2024-034

Region \*  
EAST

☐ Guelph Application  
For Guelph no GIS yet so no Poles

Permit Number  
HE2024-034

Applicant Reference Number \*  
Y14569

Will be generated once Region defined and Saved

Project Description \*  
Eldican Dr

REPRESENTATIVE INFORMATION

Name \*  
Linda Delbato

Phone \*  
(905) 555-5555

Email \*  
linda.delbato@alectrautilities.com

**Submit** Save

7. Download “Review Comments” It will be a PDF or word document with detail explanations regarding application.

Application can be revised in the Pending Actions Grid

Add/Remove poles – Pole Tab

Upload Revised drawings – Documents Tab

Once all revisions completed

8. “Submit”

9. Confirm Submission Click “YES”

Alectra Joint Use Management Portal York Region

Re-Submit Streetlight Application HE2024-034 (Reserved)

Dashboard  
New Application  
Applications  
Pending Actions  
Transfers  
About

General

Poles

Documents

SharePoint Documents

Engineering Drawing - PDF \*

Select files...

Drop files here to upload

Engineering Drawing revised 2 .pdf 4.88 MB

Engineering Drawing - Auto Cad \*

Select files...

Drop files here to upload

Engineering DWG file 3.dwg 952.91 KB

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

Select files...

Drop files here to upload

Review Documents

Select files...

Drop files here to upload

Review Comments .pdf 177.85 KB

**8**

**7**

**Submit** Save

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

**9** Yes

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

## 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



jointuse@alectrautilities.com  
To: Linda Delibato

[Reply](#)[Reply All](#)[Forward](#)

Wed 4/24/2024 4:06 PM

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"**

1

Sign in to your account

Username or email

Password

Sign In

Or sign in with

Alectra OKTA oidc

Alectra Joint Use Management Portal

Pending Actions

Dashboard

New Application

Applications

Pending Actions 2

Transfers

About

Export to Excel

Export to PDF

| Permit Number | Applicant | Application | Project Description           | Action Sta. | Region | Last Update          | Submitted            | Consultant | Command |
|---------------|-----------|-------------|-------------------------------|-------------|--------|----------------------|----------------------|------------|---------|
| HE2024-034    | Y14569    | Streetlight | Tenant Attachment Streetlight | Reserved    | EAST   | Apr 24, 2024 2:04 PM | Apr 24, 2024 2:34 PM |            |         |

3

4

1-1 of 1 Items

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

Alectra Joint Use Management Portal York Region

Submit Payment

Dashboard ☒ Joint Use Application HE2024-034

New Application Purchase Order \*

Applications **5** Select files... **6** Drop files here to upload

Pending Actions

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About

Complete Save

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

Alectra Joint Use Management Portal York Region

Tenant Attachment-Streetlight HE2024-034 (Payment Pending)

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

Dashboard **7** General Poles Documents **8** Pending Actions

Applications

Pending Actions

Transfers

About

**Application**

Permit Number HE2024-034 Application Status Payment Pending Submitted On 24/Apr/2024 Parent Permit Number

Applicant Reference Number Y14569 Legacy Permit Number

Project Description Eldican Dr Region EAST

**Third-Party Representative**

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

**Internal Information**

Consultant Assigned nbm\_east

Request Cancellation

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

York Region

Tenant Attachment-Streetlight HE2024-034 (Payment Pending)

Dashboard

New Application

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About

Submitted

Review

Awaiting Revision

Awaiting Payment

Alectra Construction

Approved - Awaiting Tenant As-Built

Construction Verification

Cancelled

Complete

General

Poles

Documents

Pending Actions

Engineering Drawing - PDF

Engineering drawing revised 3 .pdf;16846221 0.00 KB

10

Additional Supporting Documents

Structural Analysis Report - SPIDAcad file

Certification Letter

Certification Letter .pdf;201396 0.00 KB

Estimate Letter

Permit Estimate.pdf;1390875 0.00 KB

9

MC/PUCC Approval

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 Fees .pdf;79617 0.00 KB

Review Comments

Review Comments .pdf;182122 0.00 KB

As Built

Request Cancellation

11. Open Application

Alectra Joint Use Management Portal

York Region

Tenant Attachment-Streetlight HE2024-034 (Payment Pending)

Dashboard

New Application

Applications

Pending Actions

Transfers

About

Submitted

Review

Awaiting Revision

Awaiting Payment

Alectra Construction

Approved - Awaiting Tenant As-Built

Construction Verification

Cancelled

Complete

General

Poles

Documents

Pending Actions

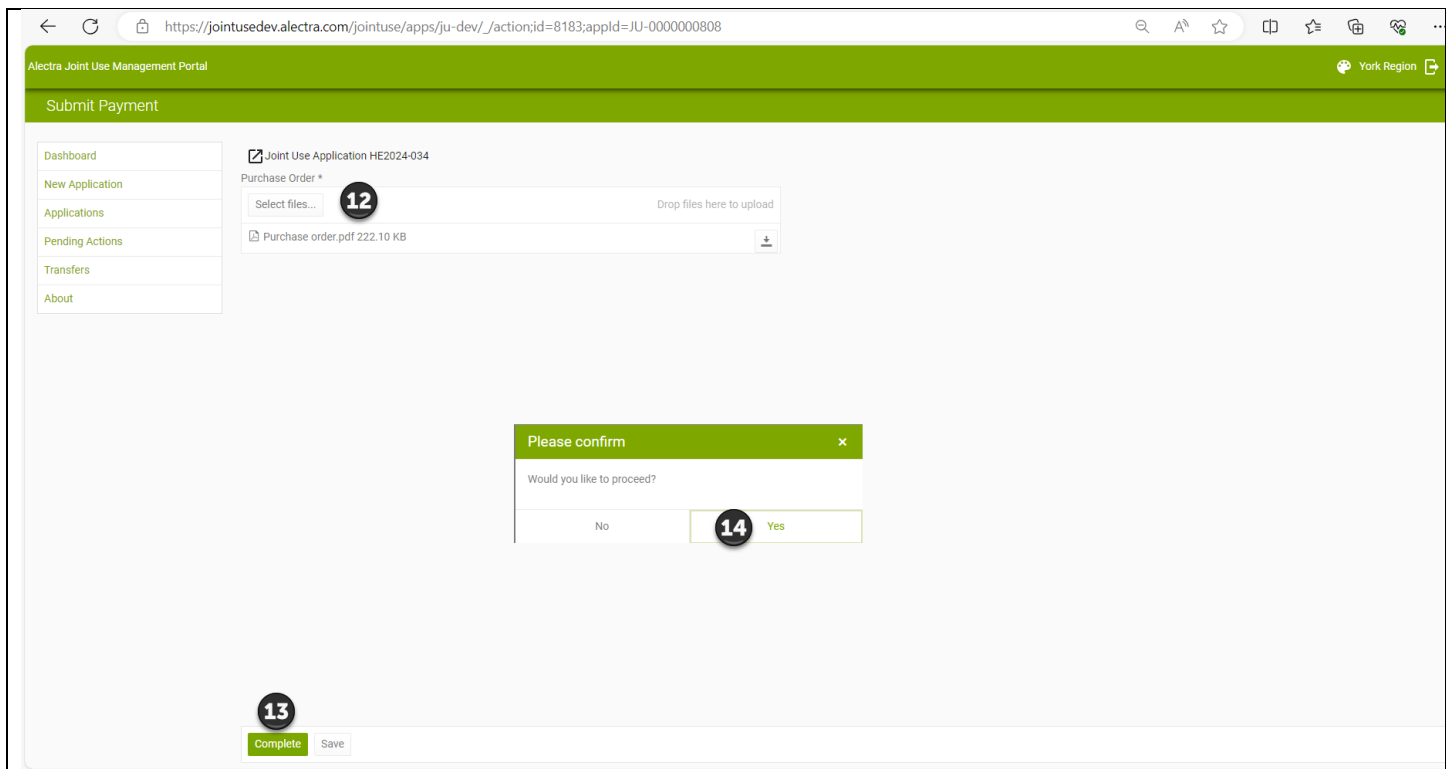
Export to Excel

Export to PDF

| Name           | Application Number | Application Status | Start Date           | Command |
|----------------|--------------------|--------------------|----------------------|---------|
| Submit Payment | HE2024-034         | Reserved           | Apr 24, 2024 4:06 PM | Open    |

11

12. Upload Payment – Select file or drag and drop
13. “Complete”
14. Please confirm- Click “Yes”



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 HE2024-034



jointuse@alectrautilities.com  
To: Linda Delibato

Reply Reply All Forward ...

Wed 4/24/2024 4:12 PM

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

T

Cancellation email: Example

### Attachment Application HE2024-034 Cancelled



jointuse@alectrautilities.com  
To: Linda Delibato

Reply Reply All Forward ...

Wed 4/17/2024 1:27 PM

Attachment Application HE2024-034 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

↩ Reply

↩ Reply All

➡ Forward

⋮

Wed 4/24/2024 4:23 PM

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”**

1

Sign in to your account

Username or email

York

Password

....

Sign In

Or sign in with

Alectra OKTA oidc

Alectra Joint Use Management Portal

Pending Actions

Dashboard

New Application

Applications

Pending Actions2

Transfers

About

Export to Excel

Export to PDF

| Permit Number | Applicant | Application | Project Description           | Action Sta. | Region | Last Update          | Submitted            | Consultant | Command |
|---------------|-----------|-------------|-------------------------------|-------------|--------|----------------------|----------------------|------------|---------|
| HE2024-034    | Y14509    | Streetlight | Tenant Attachment Streetlight | Reserved    | EAST   | Apr 24, 2024 2:34 PM | Apr 24, 2024 2:34 PM |            | Open4   |

Page 1 of 125 items per page1 - 1 of 1 items

- 5. Application opens to As Built Document Upload
- 6. **“Select file”** or **“drag and drop”** to upload Document
- 7. **“Complete”**
- 8. Please confirm- Click **“Yes”**

Alectra Joint Use Management Portal

Submit As-Built

Dashboard

New Application

Applications

Pending Actions

Transfers

About

Joint Use Application HE2024-034

As-Built Document \*

Select files...6

Drop files here to upload

Please confirm

You are about to complete document attachment process. Would you like to proceed?

No8Yes

Complete7

Save

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 information

J

jointuse@alectrautilities.com

To: Linda Delibato

Reply

Reply All

Forward

...

Wed 4/24/2024 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

ATTACH-Streetlighting-Decorative\_V4

36

# 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 HE2024-034

J

jointuse@alectrautilities.com

To Linda Delibato

Reply

Reply All

Forward

...

Wed 4/24/2024 4:42 PM

Hello Linda Delibato,

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 HE2024-034 (Complete)

Dashboard

Applications

Pending Actions

Transfers

About

Submitted

Review

Awaiting Revision

Awaiting Payment

Alectra Construction

Approved - Awaiting Tenant As Built

Construction Verification

Cancelled

Complete

General

Poles

Documents

Workflow

Task Summary

Case File Log

Pending Actions

Application

Permit Number

HE2024-034

Application Status

Complete

Submitted On

24/Apr/2024

Parent Permit Number

Applicant Reference Number

Y14569

Legacy Permit Number

Project Description

Eldican Dr

Region

EAST

Third-Party Representative

Name

Linda Delibato

Phone Number

(905) 555-5555

Email Address

linda.delibato@alectrautilities.com

Internal Information

Work Order No.

125896

MC/PUCC Application Date

day/month/year

HMR Quote Requested

24/Apr/2024

HMR Issued

24/Apr/2024

Consultant Assigned

nbm\_east

# CANCELLATIONS

The Tenant has 2 options to Cancel a permit application.

## Before Application is Submitted

1. Click **“Cancel Application”**
2. Please confirm- Click **“Yes”**

Alectra Joint Use Management Portal

Submit New Streetlight Application (Reserved)

York Region

Dashboard  
New Application  
Applications  
Pending Actions  
Transfers  
About

General Poles Documents

APPLICATION

☒ Joint Use Application Region \*

Permit Number Applicant Reference Number \*

Will be generated once Region defined and Project Description \*

REPRESENTATIVE INFORMATION

Name \* Phone \* Email \*

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. Please confirm- Click **“Yes”**

Alectra Joint Use Management Portal

Tenant Attachment-Streetlight HE2024-035 (Review)

York Region

Dashboard  
New Application  
Applications  
Pending Actions  
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Submitted Review Awaiting Revision Awaiting Payment Alectra Construction Approved - Awaiting Tenant As-Built Construction Verification Cancelled Complete

1 General Poles Documents Pending Actions

Application

Permit Number HE2024-035 Application Status Review Submitted On 24/Apr/2024 Parent Permit Number

Applicant Reference Number 258965 Legacy Permit Number

Project Description Streetlight - Courtland Ave Region EAST

Third-Party Representative

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

Internal Information

Consultant Assigned

Request Cancellation

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

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

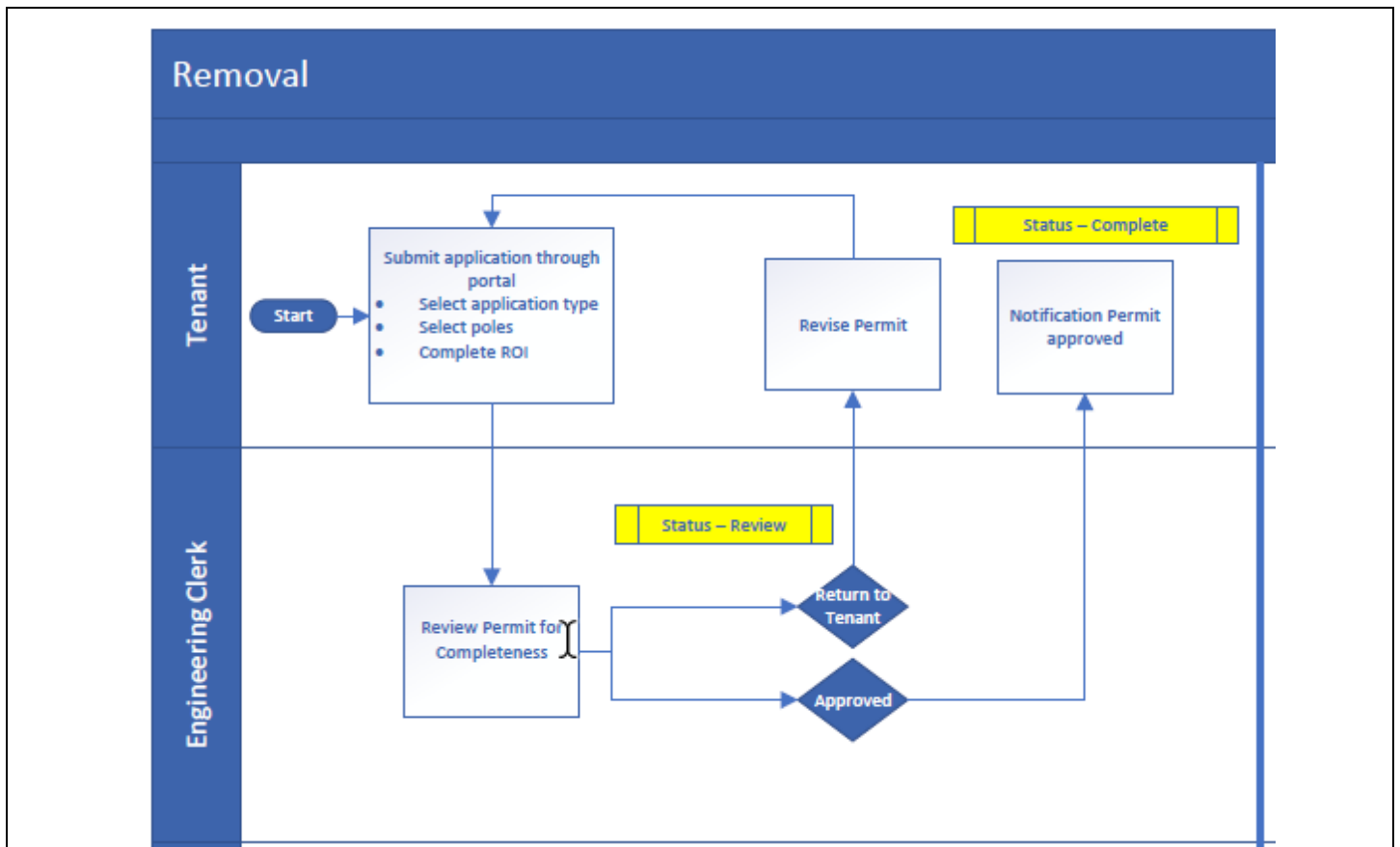
Cancellation Request for Attachment Application HE2024-035

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

Hello Linda Delibato,

As requested, Attachment Application HE2024-035 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 first screenshot shows the login page with fields for Username or email (labeled 1) and Password, a Sign In button, and a link to sign in with Alectra OKTA oidc. The second screenshot shows the 'New Application' page with a sidebar menu (labeled 2) and a list of application types. 'Tenant Removal' is selected (labeled 3), and a progress indicator shows 'Creating Joint Use Removal Card' (labeled 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 screenshot shows the 'Submit New Removal Application (Reserved)' form. The 'General' tab is active (labeled 5). The 'APPLICATION' section includes a 'Joint Use Application' checkbox, a 'Region' dropdown (labeled 9), and fields for 'Permit Number' and 'Applicant Reference Number \*' (containing 'RV25896'). The 'Project Description \*' field contains 'remove Courtland streetlights' (labeled 6). The 'REPRESENTATIVE INFORMATION' section includes fields for 'Name \*' (Linda Delibato), 'Phone \*' ((905) 555-5555), and 'Email \*' (linda.delibato@alectrautilities.com). A red error message (labeled 8) states 'Unable to get Coordinator, no region passed'. At the bottom, there are 'Submit' (labeled 7), 'Save', and 'Cancel Application' buttons.

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.

Alectra Joint Use Management Portal

Submit New Removal Application (Reserved)

Dashboard

New Application

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General Poles Record of Inspection Documents

Search Address

Pole Count: 2

| Pole                            | Permit Number | Owner       |
|---------------------------------|---------------|-------------|
| <input type="checkbox"/> P41678 | HE2024-034    | YORK REGION |
| <input type="checkbox"/> P41679 | HE2024-034    | YORK REGION |

Pole Number: P41679  
Height: 60  
Class:  
Material: WOOD  
Owner: COMPANY POLE  
Year:  
FID: 10348455  
State: In Service

Submit Save Cancel Application

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

Alectra Joint Use Management Portal

Submit New Removal Application (Reserved)

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General Poles Record of Inspection Documents

By Entering Attachment Removal Date, Tenant acknowledges and certifies removals are compliant with "Record of Inspection by Attacher"

Record of Inspection

This certifies that the construction work has been completed and is consistent with the application and meets the safety requirements of Section 4 of Ontario Reg. 22/04. The site has been left in a condition that presents no undue hazard

Date of Removals \*

month/day/year

April 2024

| SU | MO | TU | WE | TH | FR | SA |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    |    |
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |
|    |    |    |    |    |    |    |

Submit Save Cancel Application

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 Application (Reserved)

General Poles Record of Inspection Documents

SharePoint Documents

Additional Supporting Documents

Select files... Drop files here to upload

Submit Save 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 HER2024-032



jointuse@alectrautilities.com  
To Linda Delibato

Hello Linda Delibato,

For you records, Removal Application HER2024-032 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.**

## 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.**