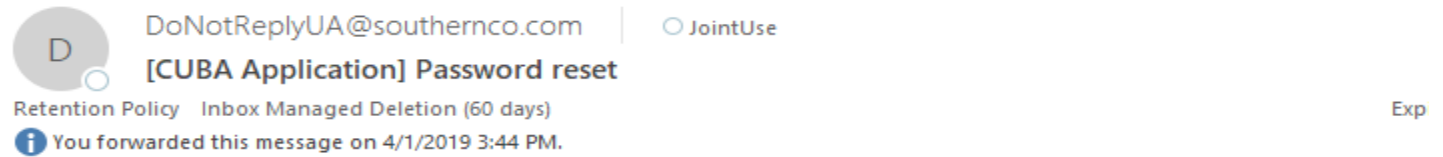


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## Password reset and Logging in

Password reset email will look something like this:



Hello, [REDACTED]

The password for your CUBA Application account has been reset by administrator.

Please login with the following temporary password:

BrGgu6jK

and immediately create a new one for the further work.

Thank you,  
CUBA Team

It is best to copy the provided password to the change password screen:

A screenshot of a login form titled 'GPC Make-Ready'. It has fields for 'Login Your User ID' and 'Password'. Below the password field is a 'Remember me' checkbox, which is circled in red. At the bottom is a 'Sign in' button with a checkmark icon. A red arrow points from the temporary password 'BrGgu6jK' in the email above to the password field.

I would **not** recommend clicking the check box under remember me, UNTIL you have changed your password and logged in with your new password.

A screenshot of a 'Change password' dialog box for user 'Lorinda Selby [LSELBY]'. It contains two input fields: 'New Password' and 'Confirm New Password', both marked with red asterisks. At the bottom are 'OK' and 'Cancel' buttons. A red arrow points from the 'Remember me' checkbox in the login form above to this dialog box.

Once you have signed in you will be automatically directed to the change your password screen. IF you are asked to enter your old password then paste the temporary password in the OLD password space and create your new password. Like below:

IF for some reason you have issues with your password on day one or at any time thereafter, please use the following web page to describe the issue. In addition, this page can be used to request new user access to the system.

## Joint Use

Inquiry Type

select the option for JUMS

Requestor Name\*

John Smith

Company Name

Company you represent

Phone Number\*

a valid number where we can reach you with questions

Email Address\*

valid email address

Comments

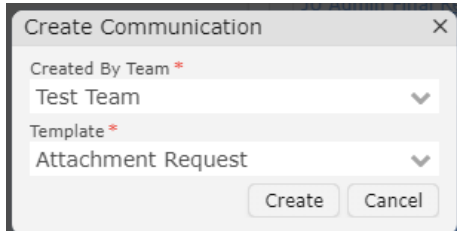
a brief description of the issue or request

Submit Form

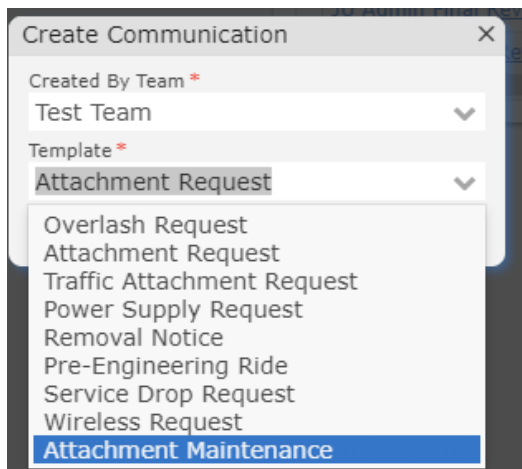
## Creating a New Request

### Create Request:

- Log in to JUMPS (Joint Use Make Ready Processing System)
- Under the Quick Create section select **New Request**
- A Create Communication box will pop up as shown



- If you participate on multiple teams, verify or select the Created by Team you would like to created the ticket under. If you are only a member of one team then the box should be populated correctly.
- Select the Template, request type, drop down and select the request type. It will retain you last selection



### NOTES:

- *Attachment Maintenance*
  - For a pole change out only, not tied with an Attachment notice or Overlashing notice, for replacement of an AT&T pole by GPC or for GPC replacing or upgrading of a pole of ours only please select Permit type “Attachment Maintenance” and put a note in the description for a pole change out request, choose “Fully Engineered” for application type. You will be billed per the Pole Setting Agreement or the Joint Use Replacement Agreement for that pole replacement.
  - For Repairs on a pole, equipment or a line-send request as Permit Type “Attachment Maintenance” Application type “Jointly Engineered”.

## NOTES CONTINUED:

### ■ Overlash

- If you are designing an Overlash request and you notice a pole needs to be replaced before Overlashing is done, then select Permit type “Overlash” with “Fully Engineered” as the application type. Put a big BOLD note “Replace pole” in the description. We will replace the pole and you will be billed per the Pole Setting Agreement or the Joint Use Replacement Agreement for that pole replacement
- For re-attachments/Overlash only select Permit type “Overlash” with Jointly Engineered as the Application type as the permit type when you submit a request to Overlash an existing attachment to our poles. Please put a description in also and upload a design map if applicable.

## Header, Dynamic Attributes, Billing Details Sections.

- You are now ready to populate the information relevant to the specific request mainly in the Header, Dynamic Attributes, Billing Details Sections.

The screenshot displays a web application interface for managing requests. The top navigation bar includes links for Assets, Work, Purchasing, Billing, Inventory, Requests, Maps, and Administration. The user is logged in as Rich Faglier [rwfaglie]. The current request is CO2214393, and the user is viewing the 'Summary' tab.

The main form is divided into several sections:

- Header:** Contains fields for Communication ID (CO2214393), JETS Reference No., Alt Communication ID, Description, Member Organization (Test OU), Created By Team (Test Team), DWE, Communication Template, Actual Start, and Attachment Req.
- Dynamic Attributes:** Includes a dropdown for Category Application, Type, Field on Cable Marker, Pole Loading Worksheet, and Telco Service.
- Details:** Includes fields for ILEC Telco, NJUNS Project Number, NJUNS Member Code, Hub, and Node.
- Billing Details:** Includes fields for Bill To, Billing ID, Billing Address, and Tax ID.
- Budgeting:** Includes fields for Total Original Cost (\$0.00), Total Final Cost (\$0.00), Applicant Original Cost, Applicant Final Cost, and Additional Bill.

The right sidebar shows a 'Conversation' section with a search bar and a list of messages.

## • Header Section

The screenshot shows the 'CO2214400 APPLICATION' form. The 'Header' section includes fields for 'Communication ID' (CO2214400), 'Member Organization' (Test OU), 'Attachment Request', 'JETS Reference No.', 'Created By Team' (Test Team), 'Actual Start', 'Alt. Communication ID', 'Address', and 'Description'. The 'Description' field contains the text: 'Type of attachment--Number of new, re-attach and NON GP poles and/or New pole set'. The 'Address' field contains the text: 'An appropriate location of the project. This will be helpful when selection the poles later in the process. PLEASE remember request must be limited ONE county.' The form also has tabs for 'Summary', 'Assets', 'Parties', 'Work Orders', 'Map', 'File Attachments', and 'Workflow'. The 'Workflow' tab is active, showing 'Submit Application Request' and 'Test Team' buttons. The 'Status' is 'Draft'.

- Address – an approximate location of the project. This will be helpful in selecting the poles later in the process. Please remember request must be limited to one County
- Description - Type and Number of new, re-attach and Non GPC poles and/or New pole set
- Alt. Communication ID – This is for your reference and was intended for you project specific identifier

## • Dynamic Attributes Section

The screenshot shows the 'Dynamic Attributes' section of the form. It includes the following fields: 'Category Application', 'Type', 'Field on Cable Marker', 'Pole Loading Worksheet', and 'Telco Service'. Each field has a dropdown arrow next to it.

- Category – Change to **Pre-Engineering Ride** for a ride out else leave it as **Application**
- Type – Fully Engineered for all request except Overlash
- Filed on Cable Marker - Name on Cable Marker (mandatory to install cable markers)
- Pole Loading (Y/N) – Populate with Yes and attach if you have one
- Telco Service (Y/N) – Are the attachment used to provide telephone service

- **Details Section**

Details

ILEC Telco

NJUNS Project Number

NJUNS Member Code

Hub

Node

- ILEC Telephone Company – Yes/No
- NJUNS Project Number – Optional but populate if you have one
- NJUNS Member Code – (please use your company NJUNS member code)
- Hub – Optional for your use only
- Node - Optional for your use only

- **Billing Details** – Billing the monthly electric service for Wireless and Power Supplies

Billing Details

Bill To

Billing ID

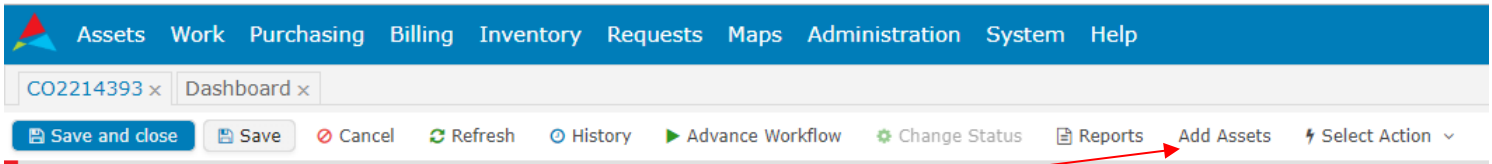
Billing Address

Tax ID

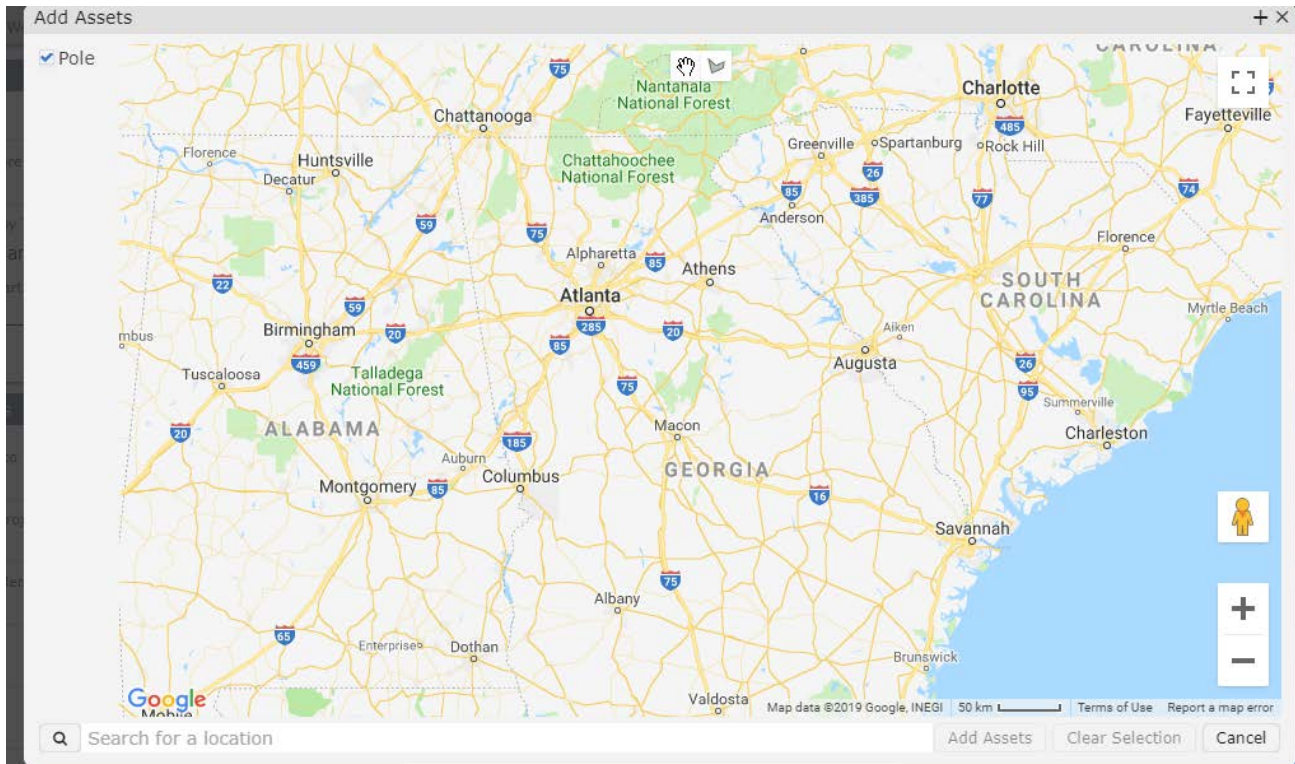
- Bill To – Name of the person department the bill should go to
- Billing ID – Summary Bill identifier if you are combining on one bill
- Billing Address – Address the bill needs to be sent
- Tax ID – Optional

**Save** the Request and continue to the Map – **Asset Selection** on the next page

Add Assets:

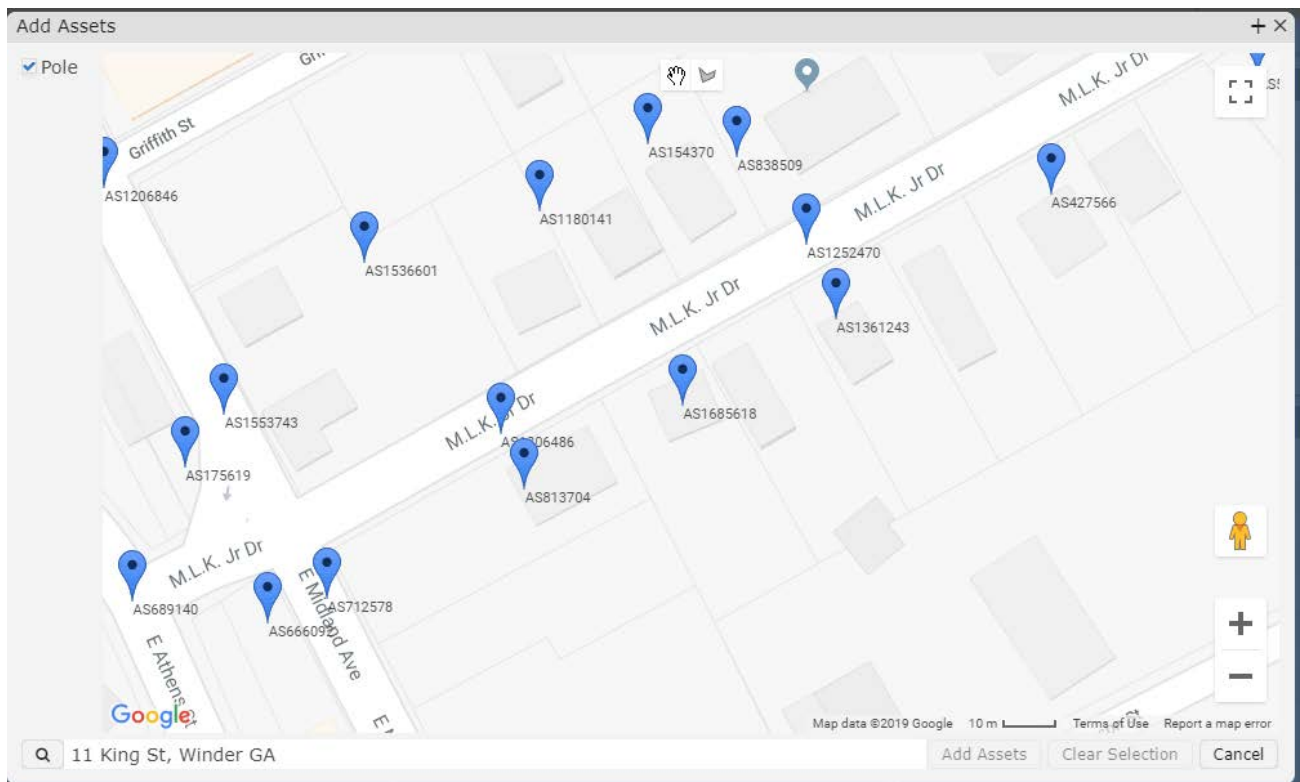


- Select **Add Assets** from the tool bar shown above and the Add Assets map will pop up as shown below



- Verify the **Pole** box is checked in the top left hand corner of the screen below Add Assets
- Identify the poles that will be part of the request. Enter an Address or paste the address that was added in the **Header Section**. This will zoom you the Appropriate area.



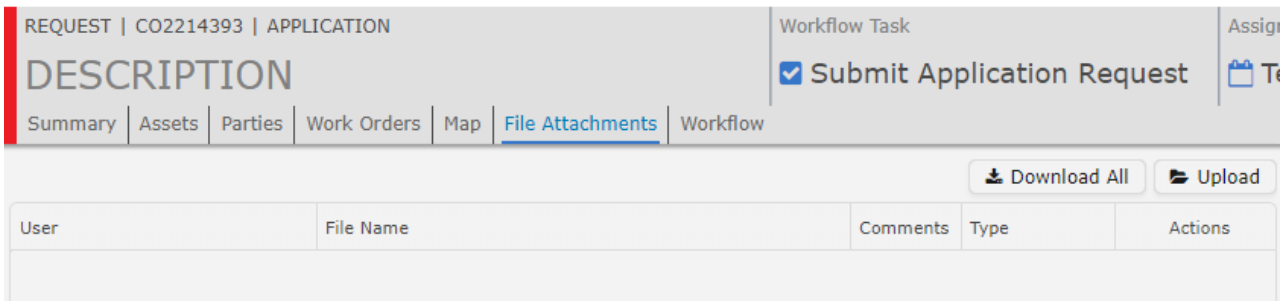


- Located at the top center of the screen is two icons the **Hand** can used for panning and a **Selection** icon used to window the poles Click on the selectin icon and click around the desired poles double click to close the polygon and the box will turn yellow as shown below

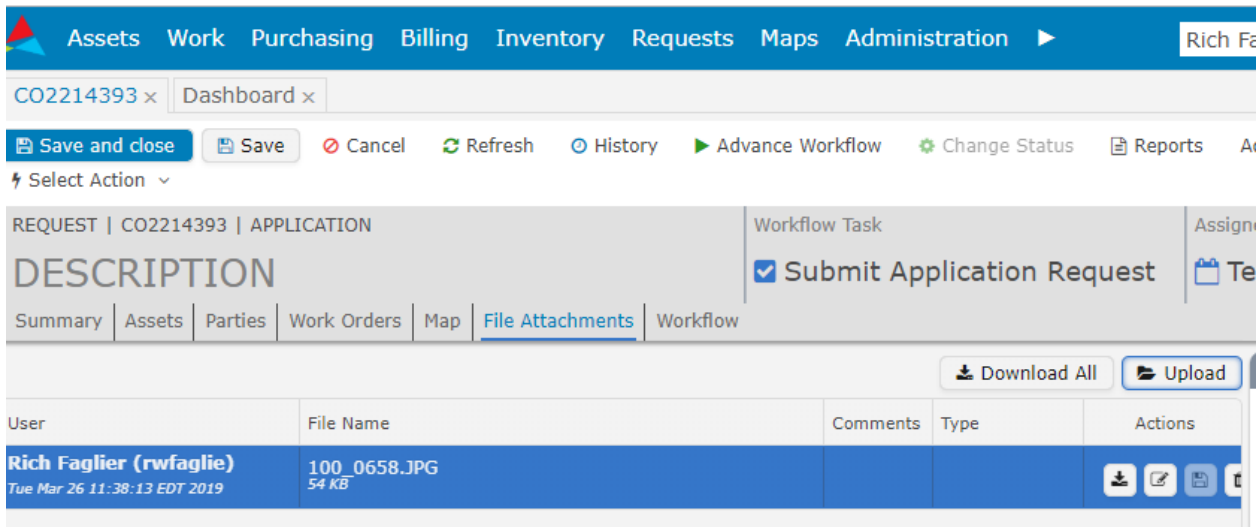


- The **Add Assets** and Clear Selection buttons at the lower right corner of the screen. Select the **Add Assets** Button to add the poles to the request. A message box will pop up confirming the number of assets that were added and the permit number.
- You are now ready to submit the Request

## Add File Attachments:

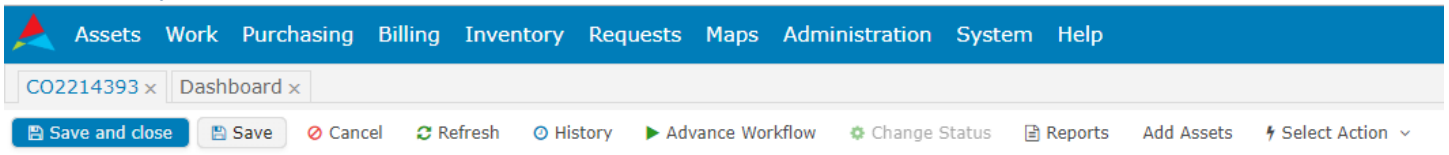


- Select **File Attachments** from the tool bar as shown above
- Select the **Upload** button the file explorer box will open
- Navigate to the file you wish to upload and double click or select and open to add the file
- The file will show up in the table as shown



- To view the file, select the download button from the Action Window at the right end of the row.

## Submit Request:



- Select **Advance Workflow** from the tool bar shown above
- Review the Terms and Conditions pop up and click on Okay or Cancel located at the bottom of the popup.
  - Selecting **Cancel** will take you back to the request
  - Selecting **Okay** will advance/submit the request
- Save and Close the request and the process will be complete

## Applicant's Review of Directives and Cost Estimate

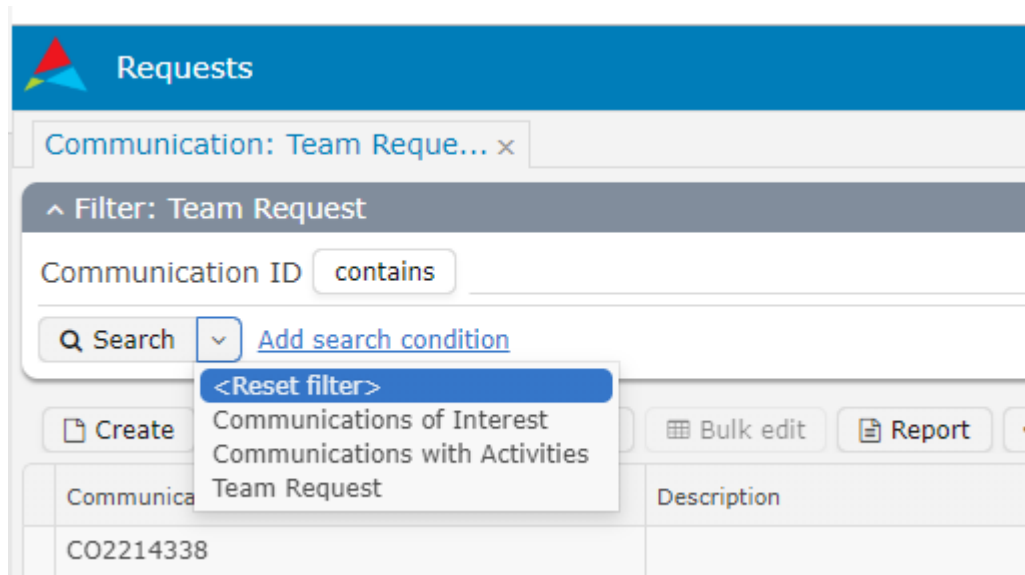
### Search for Ticket by:

- From your E-mail notification, click on the Hi-lighted **Communication ID** (Ticket #)
- From the Dashboard Click on the Task **Applicant Review** in the list of your “My Workflows” section as shown below



Task	Entity	Start Date
<a href="#">Applicant Review</a>	Communication CO2214282	02/02/2019 12:52 PM
<a href="#">Applicant Review</a>	Communication CO2211582	12/17/2018 06:16 PM
<a href="#">Applicant Review</a>	Communication CO2212401	12/17/2018 06:16 PM
<a href="#">Applicant Performs Install</a>	Communication CO2211135	12/17/2018 06:16 PM

### Search using the **Communication ID** (Ticket)



Communication ID	Description
CO2214338	

- Click on **Request** located on the Blue Bar and the **Communication Request** list will come up.
- Select the Drop-Down **Search** Box and click on **Team Request** and Filter: Team Request will appear.
- In the box to the right of Communication ID Contains enter the Communication ID (Ticket #) and click on the **Search**. This will filter the list to your Request
- Verify this is the Request you are interested in and Double Click on the row to open the request.

## Review the Request & Approve Cost

- Locate the **Budgeting Section** on the right side of the screen
- Review the **Applicant Original Cost**

**Budgeting**

Total Original Cost	\$0.00
Total Final Cost	\$0.00
Applicant Original Cost	\$14,078.00
Applicant Final Cost	
Additional Bill	

## Reviewing Work Directives

- Click File attachments tab
- Select the **All Work Directives File**

REQUEST | CO2206583 | APPLICATION





NEED TALLER POLE AT INTERESESECTION...

Workflow Task: ☒ Engineering


Assign: U

Summary | Assets | Parties | Work Orders | Map | File Attachments | Workflow

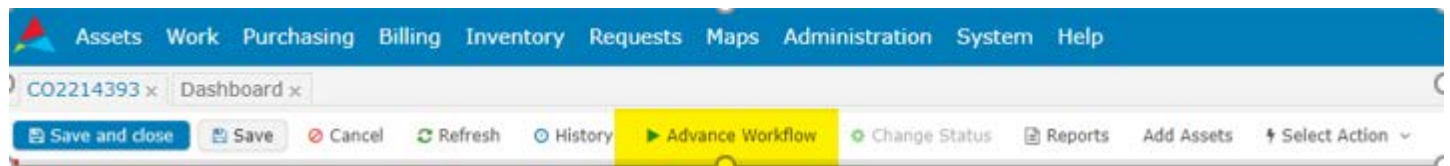
Download All Upload

User	File Name	Comments	Type	Actions
<b>MakeReady Test (MRTest)</b> Wed Mar 27 10:27:29 EDT 2019	100_0713.JPG 46 KB			   

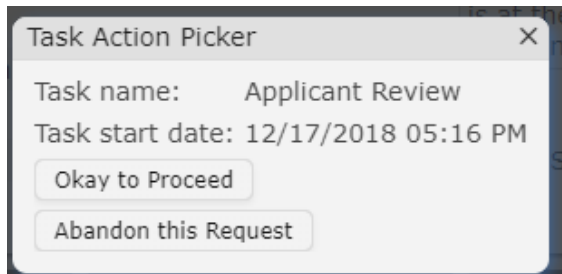
To view the file

- click on the  in the Actions box to see work that is required for applicant to attach in compliance.

## Advance workflow



- Click on the Advance Workflow
- Task Action Picker window will appear.



- Click on **Okay to Proceed** to continue the process
- **Abandon this Request** to stop the process

### NOTES:

- If you select **Okay to Proceed**, **you will be billed** for the **Applicant Original Cost**
- If you select **Abandon this Request**, **you will be billed** for any **Engineering Cost**