Pole Attachment Request via Facility Portal Job Aid

Contents

Revision Log

Issue Number	Date	Description	Published By
1	3/9/2022	Initial publication	kw7688
2	4/25/2022	Update required information for Pole Data Sheet and identify location for Make Ready Worksheet to be uploaded	kw7688

4/25/2022

Pole Attachment Request via Facility Portal Job Aid

1. Log In to Facility Portal

Log in to Facility Portal via the following link:
https://attfacilitiesportal-az-portal.att.com/FacilityPortal/polemapping
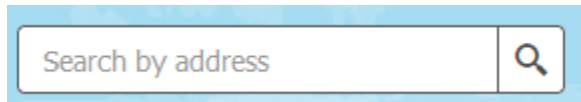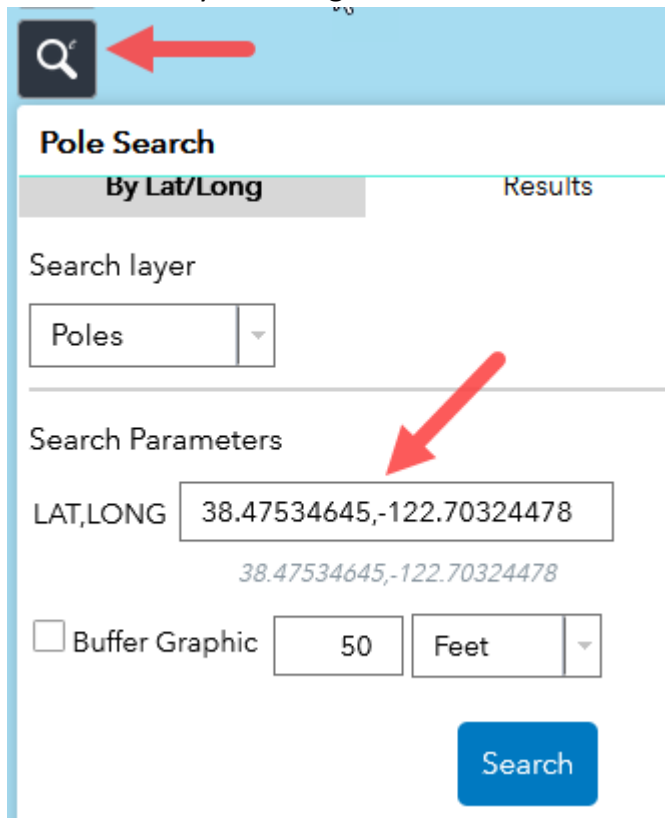
2. Zoom to Pole Location(s)

zooming to the pole location(s) can be done by any of the ways listed below:

a. Search by address

b. Pole Search by Lat/Long

4/25/2022

Pole Attachment Request via Facility Portal Job Aid

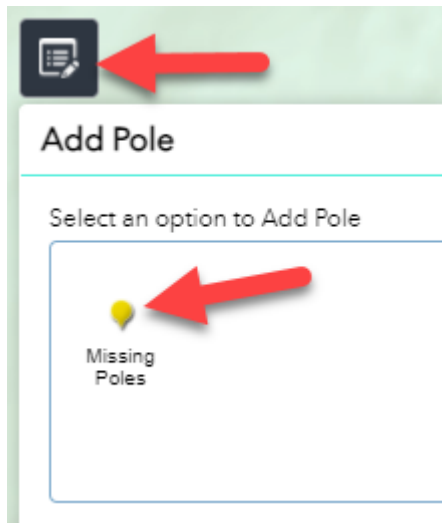   c.   Zoom to the location on the map using the scroll button on your mouse or the + or – buttons on the screen


3. Add Missing Pole(s)

If poles are missing on the map along the route that you are proposing to attach to, these poles will need to be added to the map prior to creating the Structure Access request.

    a.   Click on the Add Pole icon and select the Missing Poles option

4/25/2022
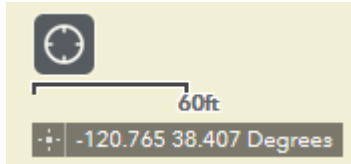
Pole Attachment Request via Facility Portal Job Aid

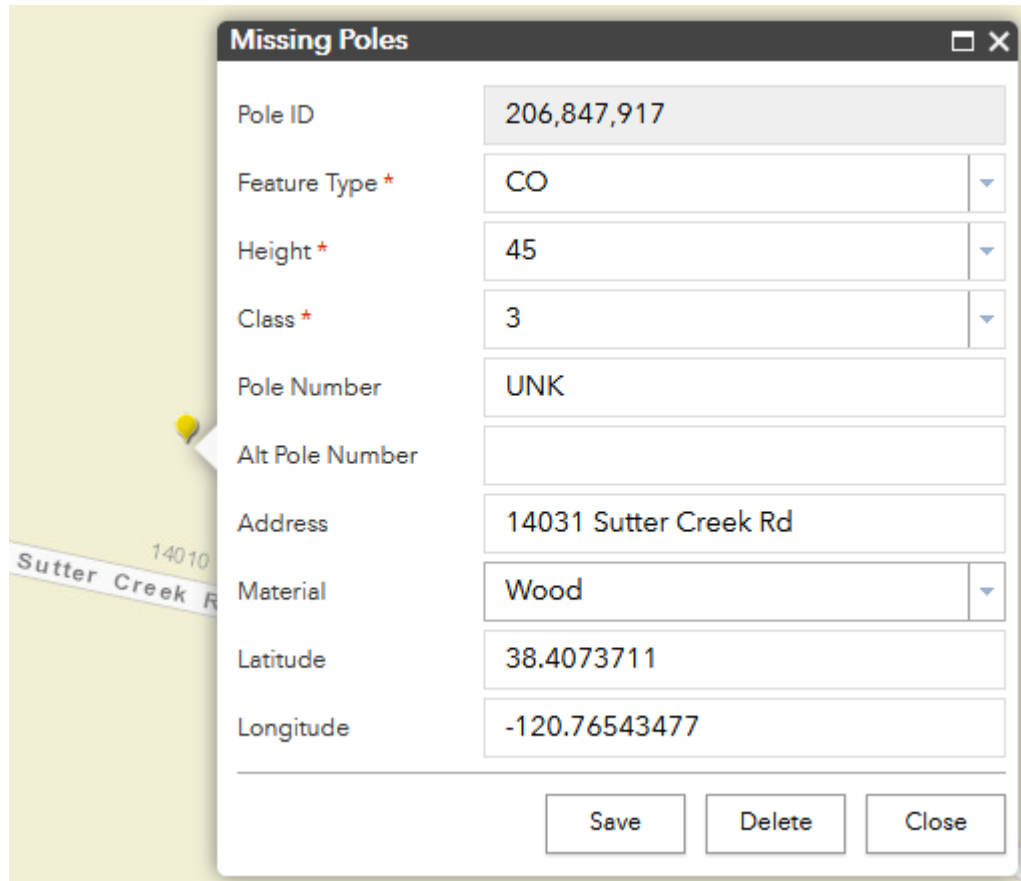   b.   Left click on the map location where the pole should be placed
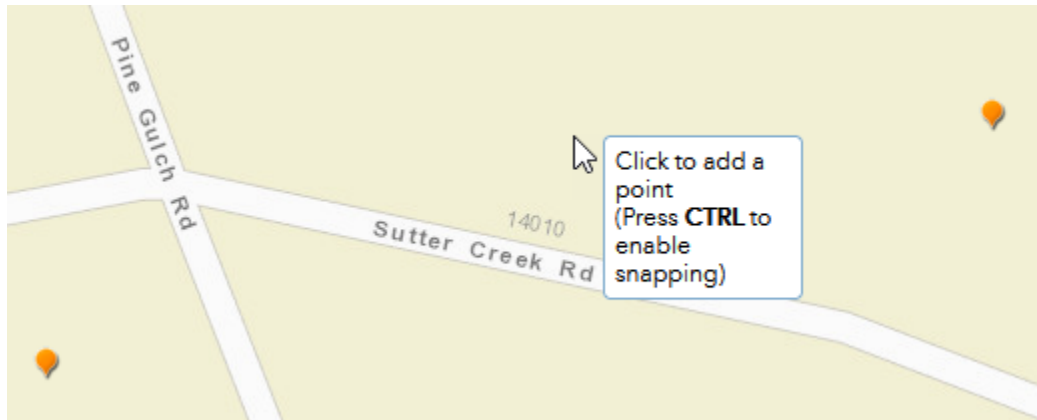
    i.   If the pole needs to be placed at a specific Lat/Long, you can see the current Lat/Long location of your cursor on the map by looking in the lower left corner

4/25/2022

Pole Attachment Request via Facility Portal Job Aid

    c.   After dropping the pole on the map, additional information about the pole will need to be added and saved. Provide or update all relevant data.

    d.   Add additional missing poles using the same process listed above until all missing poles have been added.

4. Create Pole Attachment Structure Access Request

    4.1. Select the pole(s) and establish the starting point

        a.   While still zoomed into the pole location(s), select the Structure Access Request Icon to open the Structure Access Request dialog box.

4/25/2022
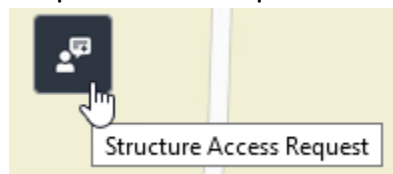
Pole Attachment Request via Facility Portal Job Aid

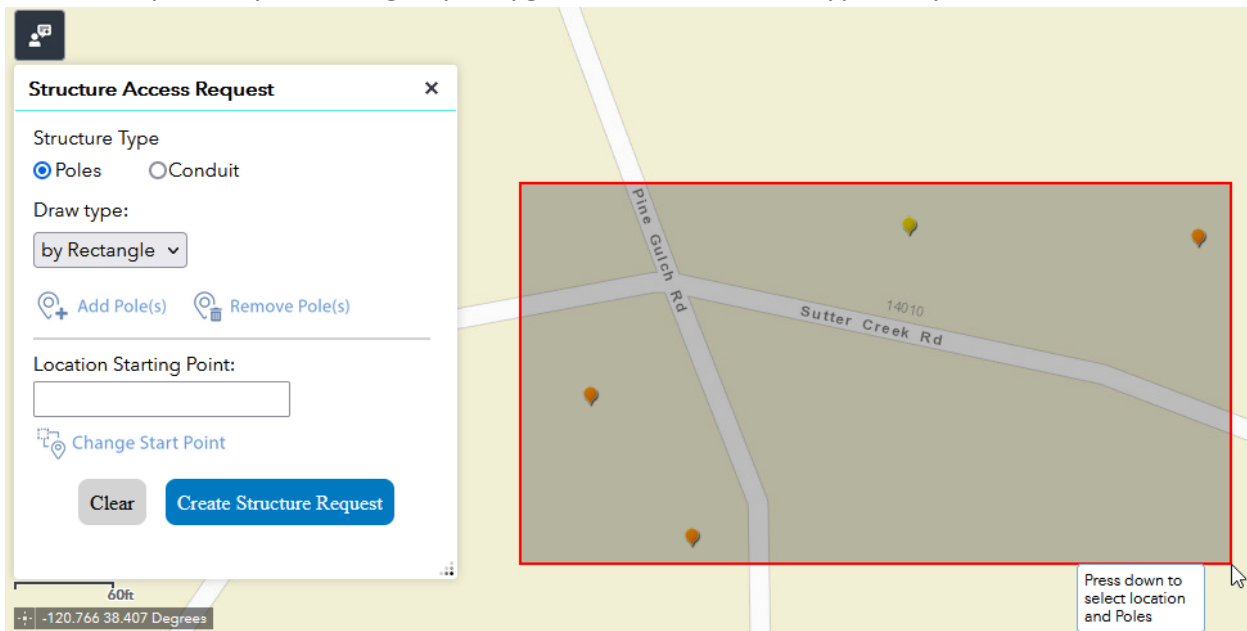b. Select the "Poles" radio button and place a rectangle around the pole(s) to be included in the request. A polygon can be used instead of a rectangle to select the poles by selecting "by Polygon" from the Draw type drop down.

c. After selecting the pole(s), a blue dot will appear to indicate the pole(s) selected and a purple dot will appear indicating the Start Point.

4/25/2022

Pole Attachment Request via Facility Portal Job Aid

d. Select the "Change Start Point" option in the Structure Access Request dialog box and then left click on the starting point pole location to move the starting point location.
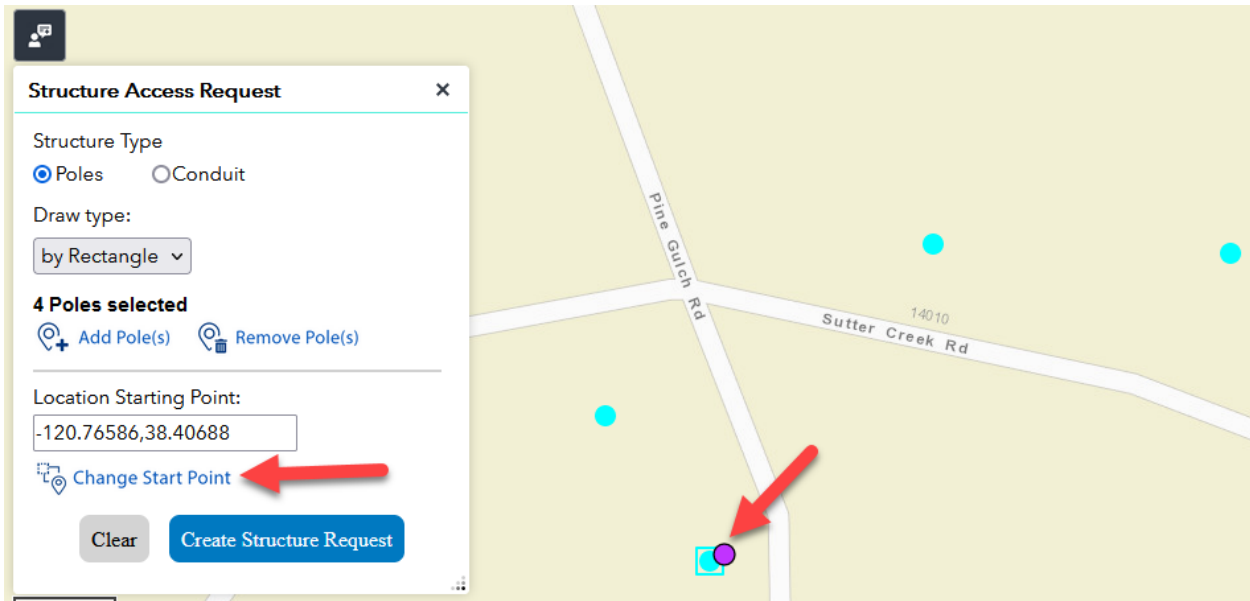
e. Select the "Create Structure Request" button to open the Initiate Request dialog box.

4/25/2022

Pole Attachment Request via Facility Portal Job Aid
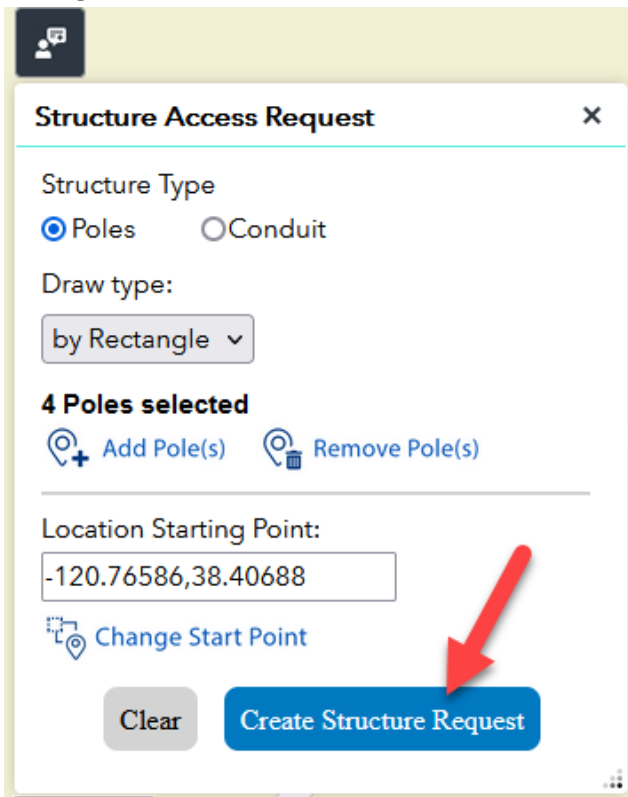
4.2. Initiate request

    a. In the Initiate Request dialog box, select the appropriate option from the Request Type drop down box:

        i. <u>Poles-Attachment</u>: indicates the request is for adding a new attachment to a pole.

        ii. <u>Poles-Overlash/Rebuild</u>: indicates the request is for overlashing a new communications cable over an existing cable /strand or replacement of a cable with a cable of the exact same size/weight. Option not available in CA. Overlash/Rebuild requests in CA are submitted as a Pole Attachment request.

    b. If submitting a request within Nevada, you have the option of submitting the request as a One Touch Make Ready (OTMR) request by checking the box beside the One Touch Make Ready option. Requests submitted in California are not subject to the OTMR regulations and this option will be greyed out.

> **NOTE:** The One Touch Make Ready (OTMR) option provided by the 2018 FCC 18-111 Order is only available in Nevada to those parties who have executed a new or amended agreement with AT&T that includes the OTMR provisions.

    c. Select the "Initiate Request" button to open the Attacher Screen.

Structure Access Request   ✕

Structure Type
◉ Poles   ○ Conduit

4 Poles Selected

Location Start Point
-120.76586,38.40688

Location Address
13501-14099 Pine Gulch Rd, Sutter Creek, California, 95

Wirecenter
SUTTER CREEK

Request Type
Poles - Attachment ▼
☐ One Touch Make Ready

Cancel   Initiate Request

4/25/2022

Pole Attachment Request via Facility Portal Job Aid

4.3. Complete the top portion and select the save button to generate a report ID.

a. <u>Report ID</u>: System generated ID used to identify the request within Facility Portal. Not editable.

b. <u>Company Name</u>: Drop down field to select the name of the company requesting occupancy. This should match what is listed on your Application Form.

c. <u>Make Ready Survey</u>: Drop down field to select the applicable option to indicate your authorization for AT&T to perform the Make-Ready survey, or your intent to use an AT&T approved contractor to complete the Make-Ready survey.

d. <u>Make Ready Construction</u>: Drop down field to select the applicable option to indicate your authorization for AT&T to perform the Make-Ready construction work, your intent to use an AT&T approved contractor to complete the Make-Ready construction work, or the assurance that no Make-Ready work is needed.

e. <u>License/SA Agreement #</u>: Enter the currently executed agreement #. This should match what is listed on your Application Form.

> **IMPORTANT:** Input must not exceed 16 characters.

f. <u>Applicant Tracking #</u>: Tracking number for this request used by the company requesting occupancy. This should match what is listed on your Application Form.

> **IMPORTANT:** Input must not exceed 16 characters.

4/25/2022

Pole Attachment Request via Facility Portal Job Aid

g. <u>Description of Work</u>: Short description of what is being requested on this application.

h. <u>Poles</u>: Displays the # of AT&T solely owned poles, AT&T joint owned poles, and/or non-AT&T owned poles associated with the request. This information is auto populated by the system based on the poles selected in step 4.1 and can not be edited on this screen. This should match what is listed on your Application Form.

i. <u>Location Address</u>: Address(s) associated with this request. This information is auto populated by the system based on the starting point selected in step 4.1 but can be edited on this screen if incorrect. This should match what is listed on your Application Form.

Top portion filled out and saved generating a Facility Portal Report ID

4/25/2022

Pole Attachment Request via Facility Portal Job Aid

4.4. Complete Pole Data Sheet

    a. Click the "Open" button in the Complete Pole Data Sheet section to open the Pole Data Sheet.

    b. The poles selected in step 4.1 will be shown. Select the drop-down arrow for the pole ID shown to expand the Pole Data Sheet.

    c. Input the AP Pole #, AP Map #, and identify if the pole is a Bypass Pole.

    d. <u>Pole Details:</u> Review the pole details and indicate the pole Material if not preselected.

    e. <u>Proposed Pole Replacement Details:</u> Review the intrusive test data provided, if available (red box below). Review the pending pole replacement data to determine if the pole is pending replacement (purple box below).
If you are proposing to have the pole replaced as a part of this request, you must fill out the Proposed Pole Replacement columns (green box below).

4/25/2022

Pole Attachment Request via Facility Portal Job Aid

f. <u>Attaching Party Remarks:</u> Add any additional details about the pole that you would like to convey to the AT&T reviewer.

Attaching Party Remarks

g. <u>Add New Attachment:</u> Add new attachment data for each pole

Attachment Details

Action	Attach Type	Owner	Attaching Party Attachment Info	Height(FT.IN)	Proposed Height(FT.IN)	Space Occupied(FT.IN)	Weight(LB.FT)	Diameter(IN)	Span Clearence Code	Span Clearence (FT.IN)	Mid-Span Separation(FT.IN)	ASAC Order Code	Order Status	Order Received Date
Add														

- Click the "Add" button.
- Select "New" from the drop-down menu in the Action column:
- In the Attach Type column, select the appropriated attachment type from the drop-down menu.
  - Anchor
  - Antenna
  - DG – Down Guy
  - OHG – Over Head Guy
  - Other
  - Power
  - Overlash – indicates the attachment is overlashed to another attachment.
  - Push Pole
  - Riser
  - ST LT – Street Light
  - Cable
  - XFMR – Power Transformer
- In the Owner column, select attachment owner from the drop-down menu.
- In the Attaching Party Attachment Info column, input any additional information about the attachment that needs to be conveyed to the AT&T reviewer.
- In the Proposed Height column, indicate the proposed height of the new attachment in a feet.inches format, e.g. 21.11 would indicate the new attachment is proposed to be attached at 21 feet 11 inches.

4/25/2022

    h. <u>Update Existing Attachment(s):</u> If existing attachments are shown **and** will be modified as part of your request, you will need to make the following updates to the existing attachment(s). Existing attachment data is currently only available in California.

- Select the appropriate action from the drop-down menu in the Action column for the affected existing attachment.
  - Make Ready – indicates the existing attachment will be modified as a part of this request to accommodate the proposed attachment.
  - Rebuild – indicates the existing attachment is being replaced by the proposed attachment.
- In the Attaching Party Attachment Info column, input any additional information about the attachment that needs to be conveyed to the AT&T reviewer.
- If the height of the existing attachment will be modified on the request, indicate the new proposed height of the attachment in the Proposed Height column in a feet.inches format, e.g. 21.11 would indicate the existing attachment is attached at 21 feet 11 inches.

    i. Additional attachments can be added to the pole by repeating the steps listed above.

    j. Continue this for all poles associated with the request.

    k. After updating all the poles and adding all the associated attachments, click the "Export to Excel" in the upper right-hand corner to create an Excel report of the Pole Data Sheet and save it on your computer. You will need this report later in the process.
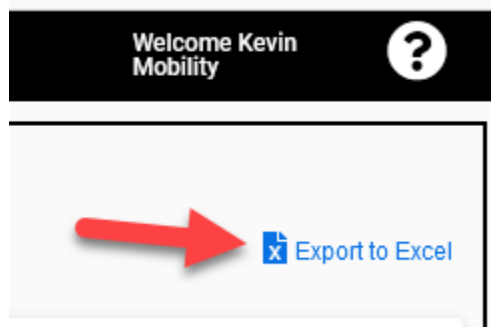
    l. Click the Save button to save the Pole Data Sheet and return to the Attacher Screen.

4/25/2022

Pole Attachment Request via Facility Portal Job Aid

m. After completing and saving the Pole Data Sheet, a green check mark will appear on the Poles-Attachment Screen indicating that the Pole Data Sheet has been completed and the requirement has been met.

4.5. Attach Forms and Additional Documents

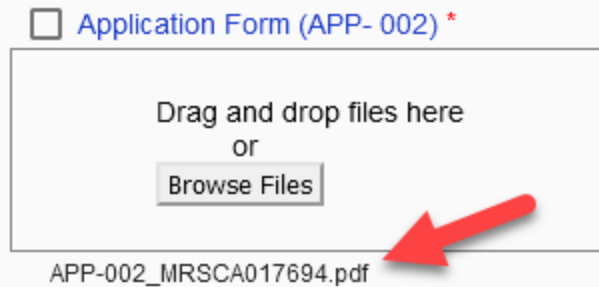**NOTE:** The required forms and attachments may vary from what is shown above based on the request type selected.

a. Double click on the form links to download the latest version of the form and fill out the required data on the form and save to your computer.

Pole Attachment Request via Facility Portal Job Aid

b. Upload the required forms by dragging and dropping the file(s) into the drop box listed under the appropriate form or by clicking the "Browse Files" button to access the file(s) on your computer. After uploading the file, the name of the uploaded file(s) will be visible below the drop box.
The Make Ready Worksheet will be uploaded in the "Pole Data Sheet" drop box.

> **NOTE:** If multiple files need to be uploaded, they must all be selected and uploaded at the same time. Trying to add an additional file after uploading will overwrite the previously uploaded file(s).

c. Upload any additional documents associated with the request by dragging and dropping the file(s) into the drop box listed under "Additional Documents" or by clicking the "Browse Files" button to access the file(s) on your computer. After uploading the file(s), the name of the uploaded file(s) will be visible below the drop box.

> **NOTE:** If multiple files need to be uploaded, they must all be selected and uploaded at the same time. Trying to add an additional file after uploading will overwrite the previously uploaded file(s).

4/25/2022

Pole Attachment Request via Facility Portal Job Aid

4.6. Submit Request

    a. After all required data inputs have been populated and all required documents have been uploaded, click "Submit" to send the request.

    b. After successfully submitting the request, you will receive a popup indicating the request has been successfully saved and you will be taken back to the map.

4/25/2022
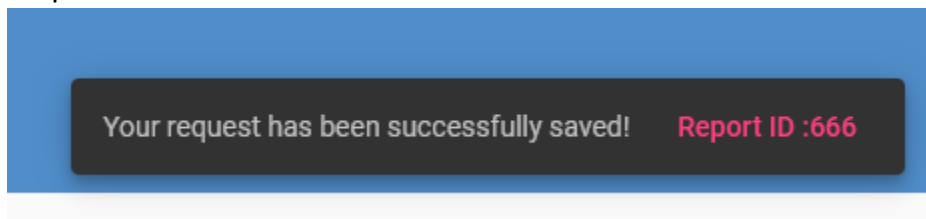
Pole Attachment Request via Facility Portal Job Aid

5. Review Status of Request

The status of a request that you have created can be viewed by clicking on the My Submittals icon (clip board with check mark) located at the top of the home screen.

You can find a particular request by using the search function, the filter function, or by ordering the columns and scrolling through the list.

4/25/2022