AT&T Common Tool for Space (A.C.T.)

C.L.E.C. training

Version 2
Revised 03/23/2026

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PURPOSE OF THE ACT TOOL

The ACT tool was designed to provide a single source portal for all collocation needs in the AT&T 21 state footprint. The tool was designed to further mechanize and streamline the collocation ordering and provisioning process

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SCOPE OF TRAINING

- Provide a general overview of the system and its functionality
- Walk through of entering an application
- Identify additional resources found within the tool
- Familiarize customers with concept and purpose of workbooks

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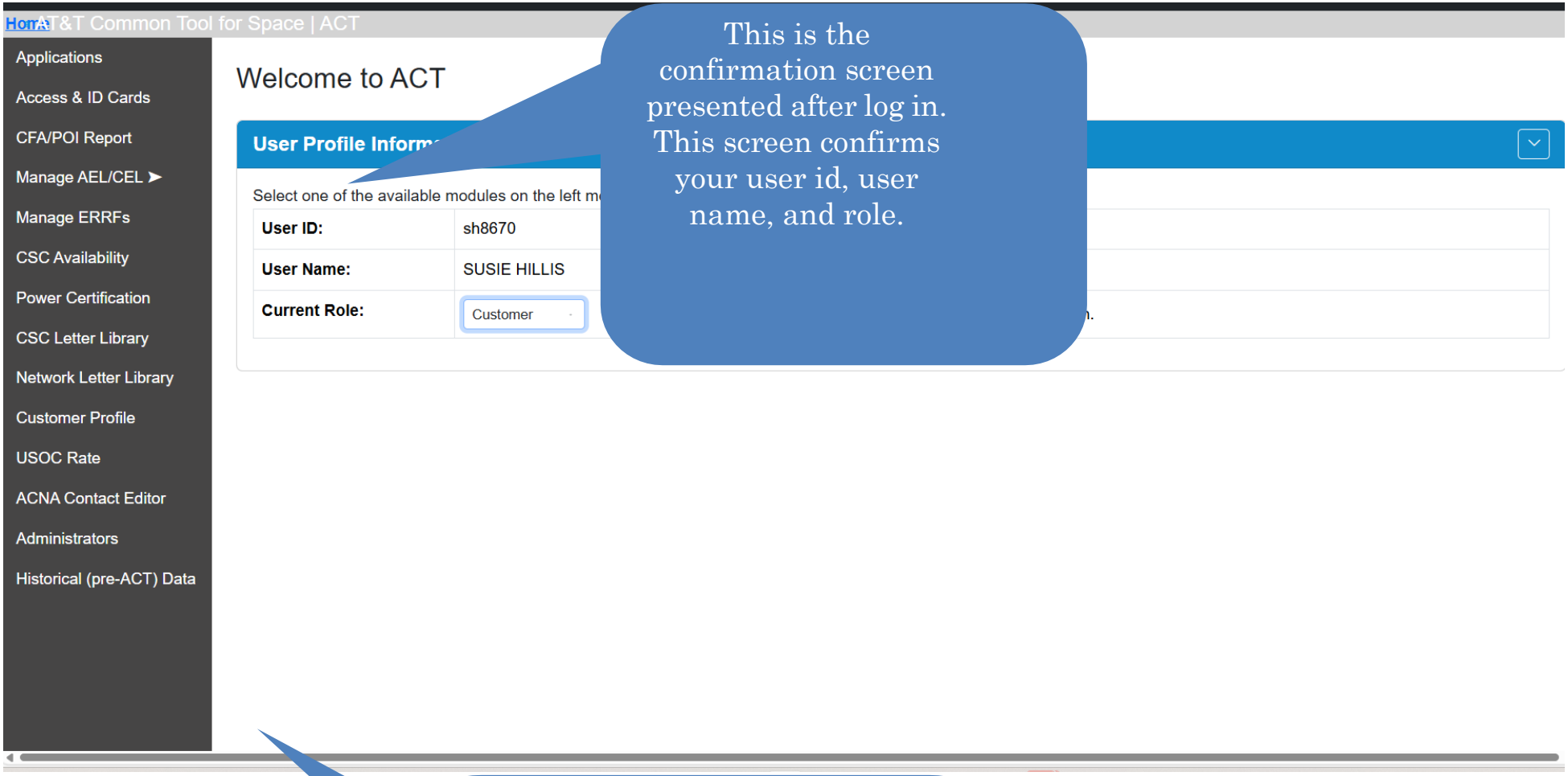

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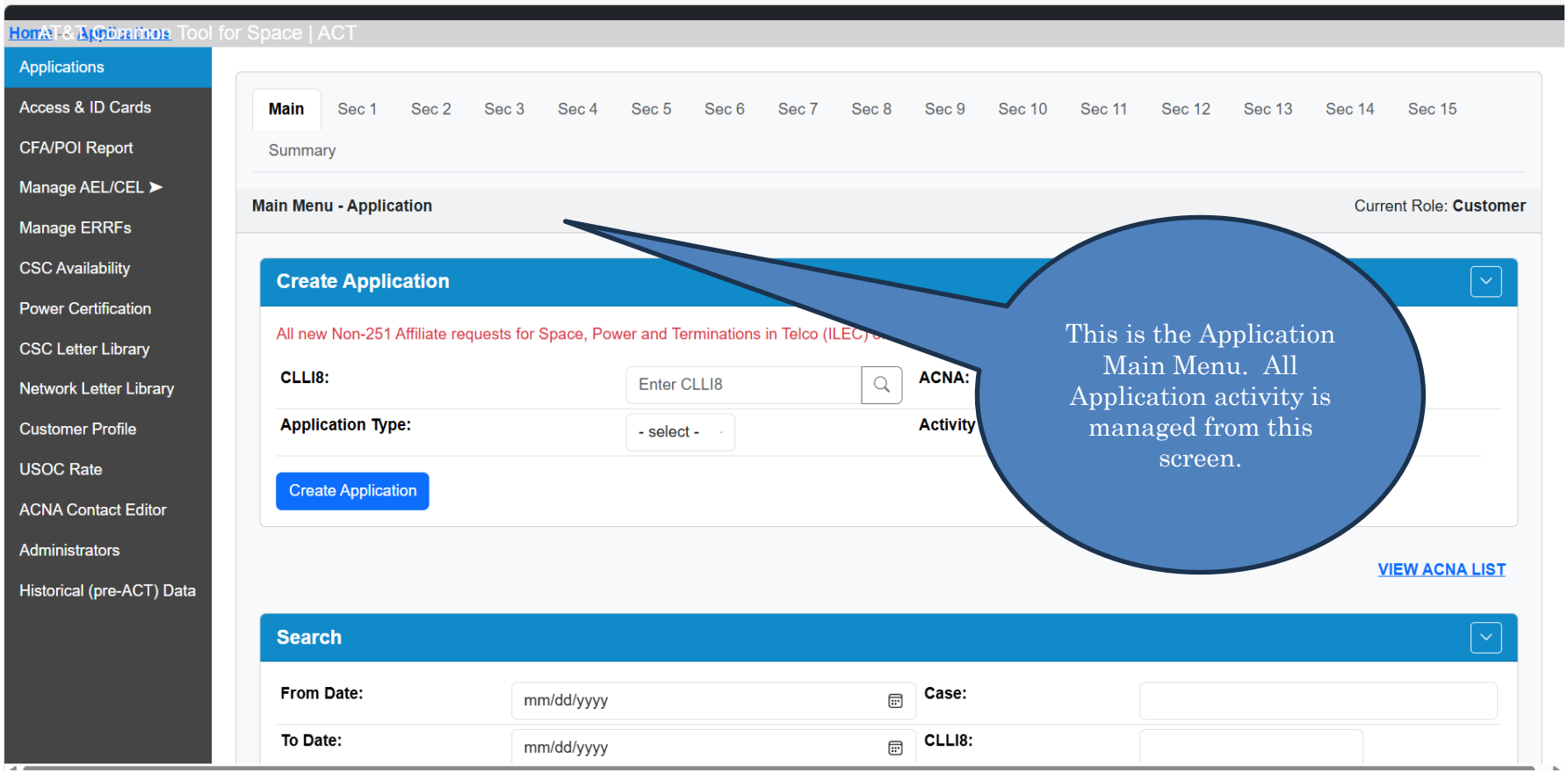

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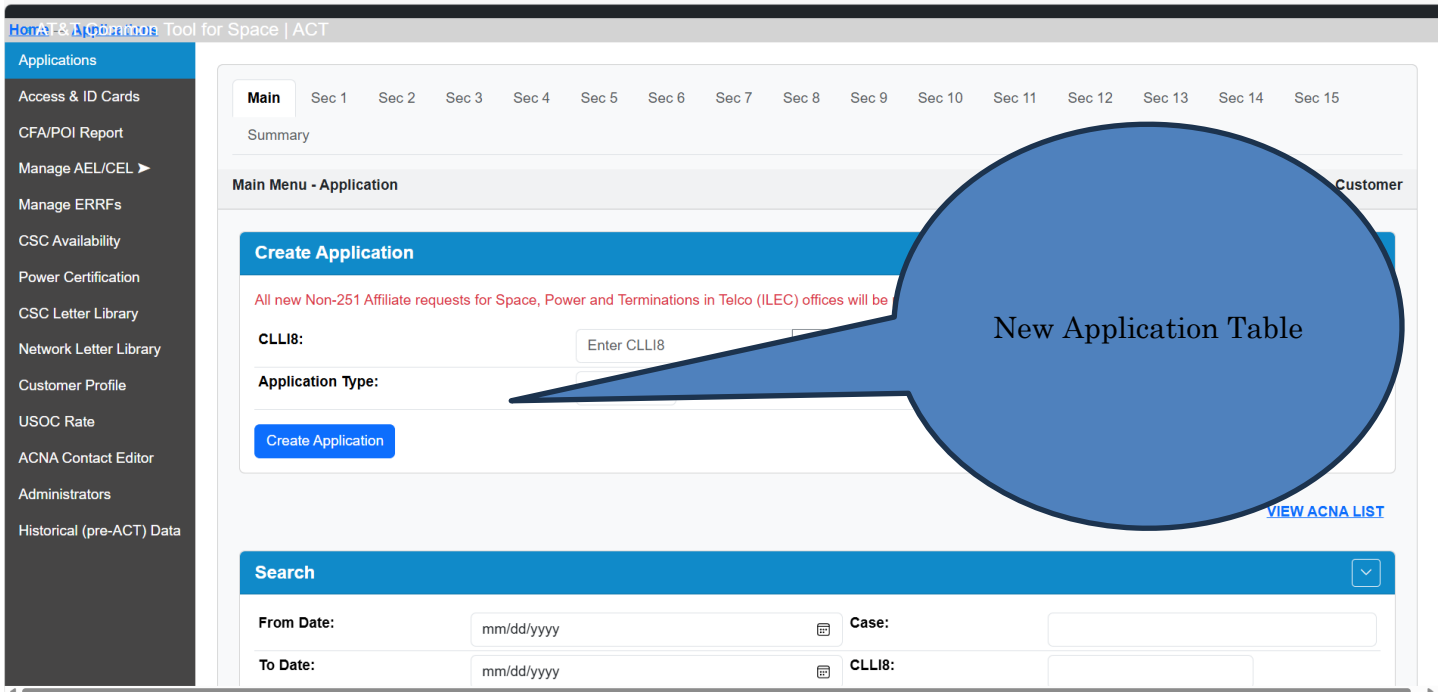

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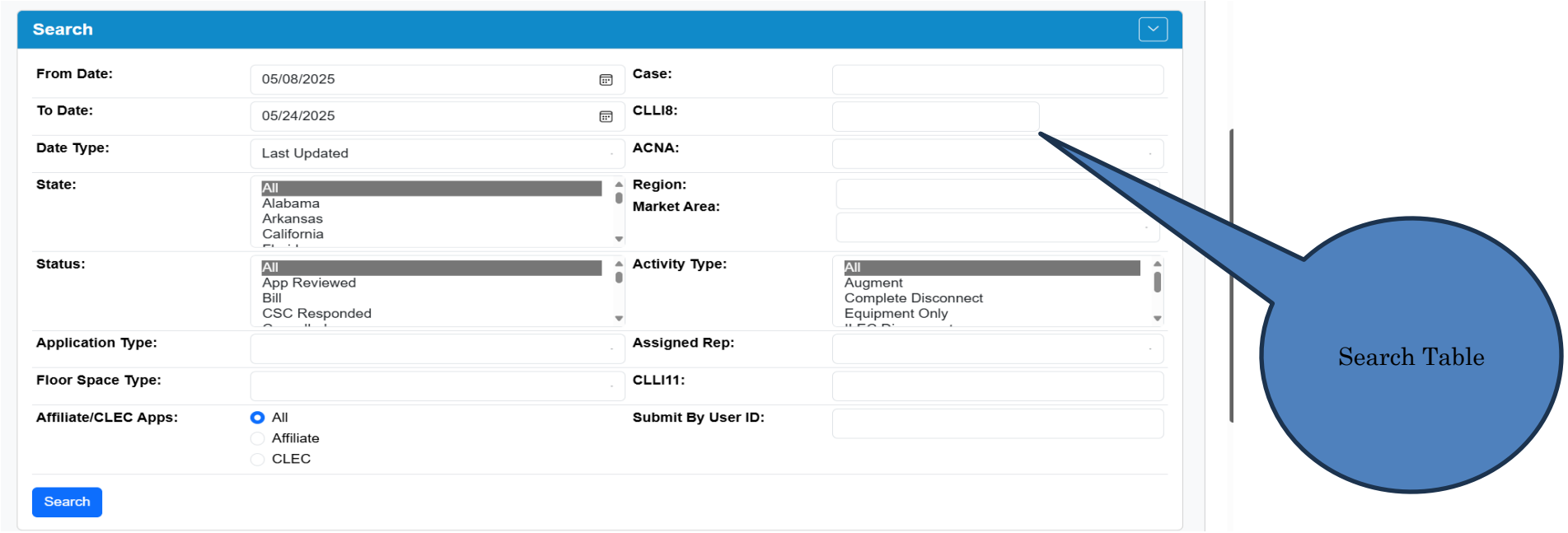

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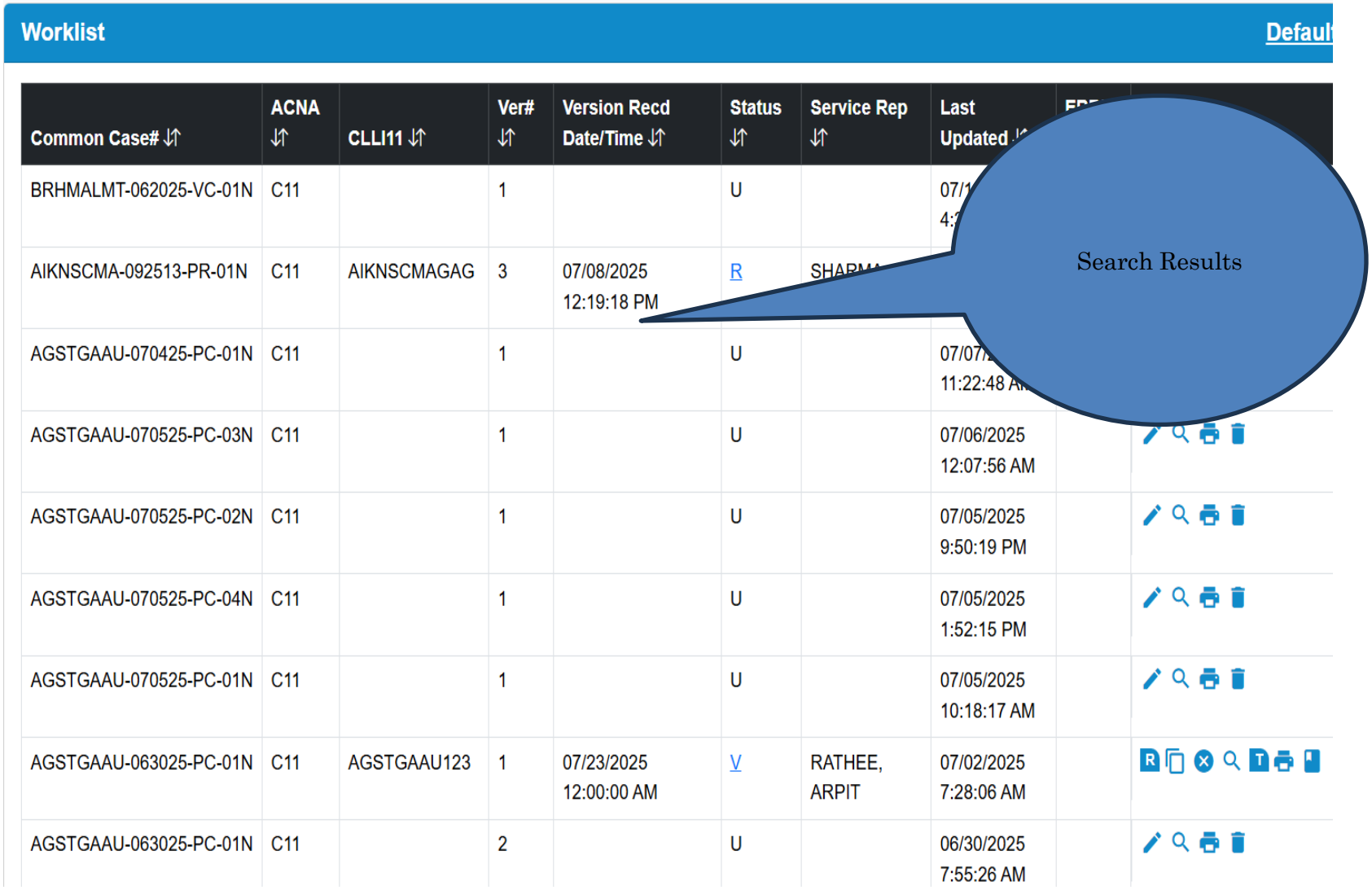

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Search results

Creating an application

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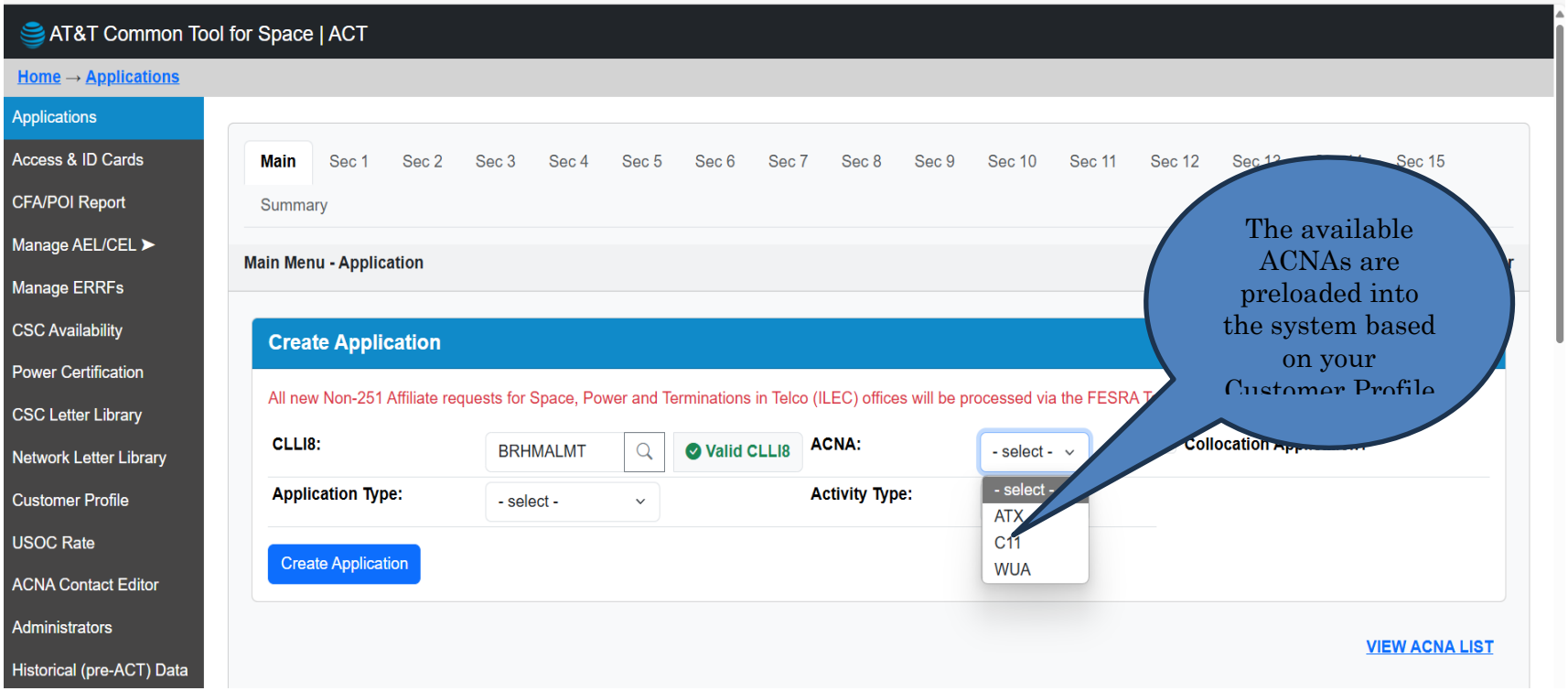

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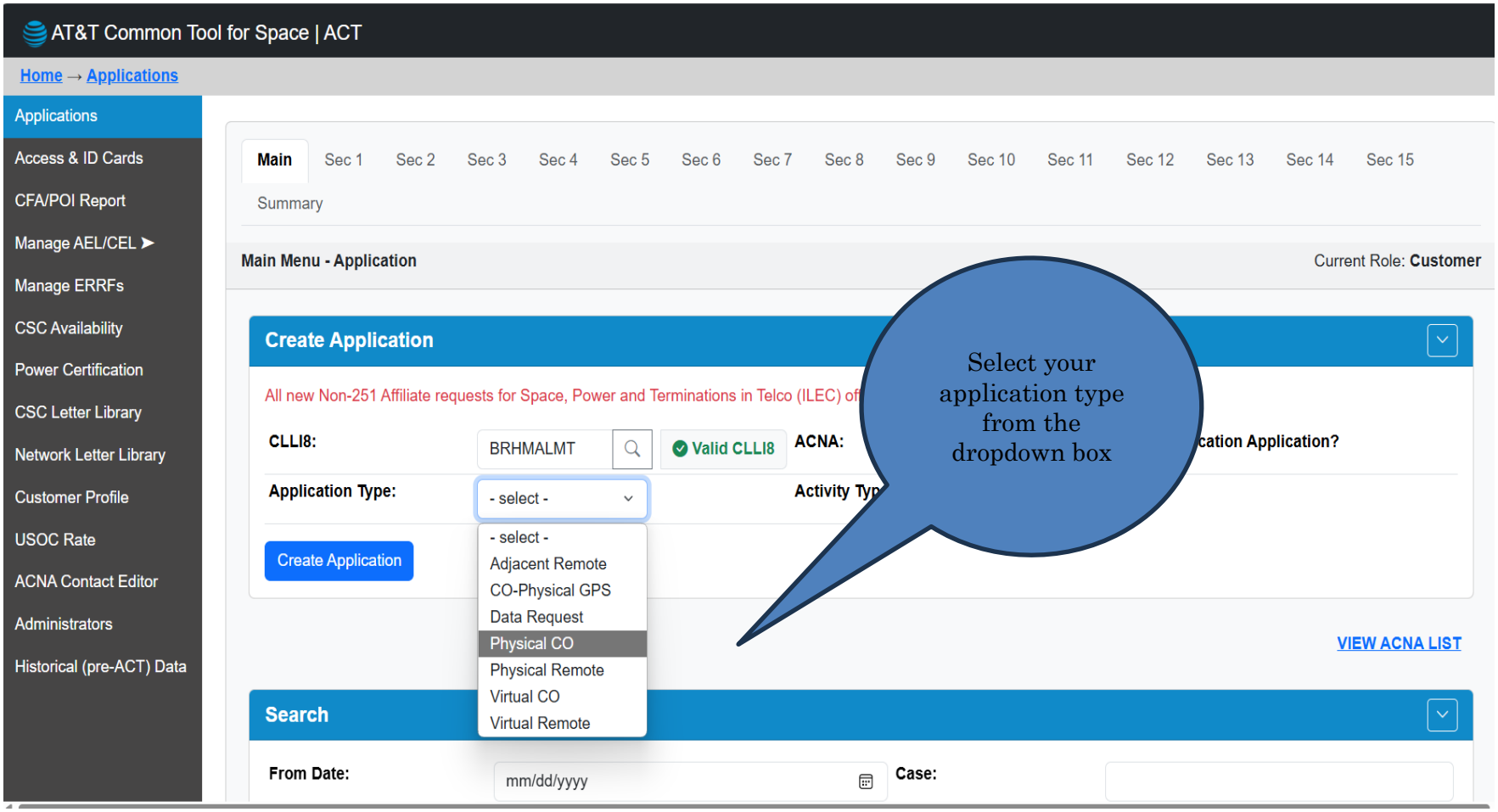

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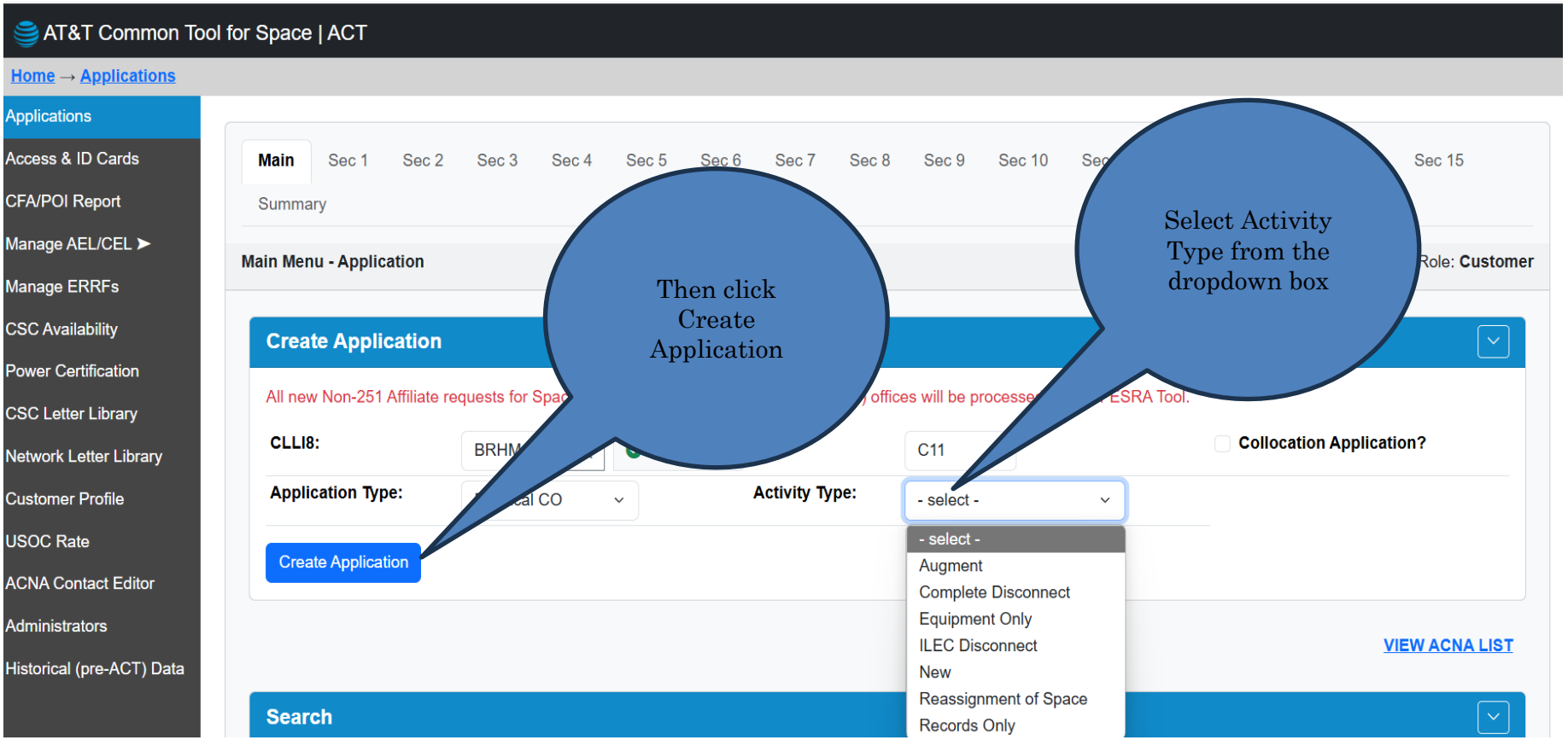

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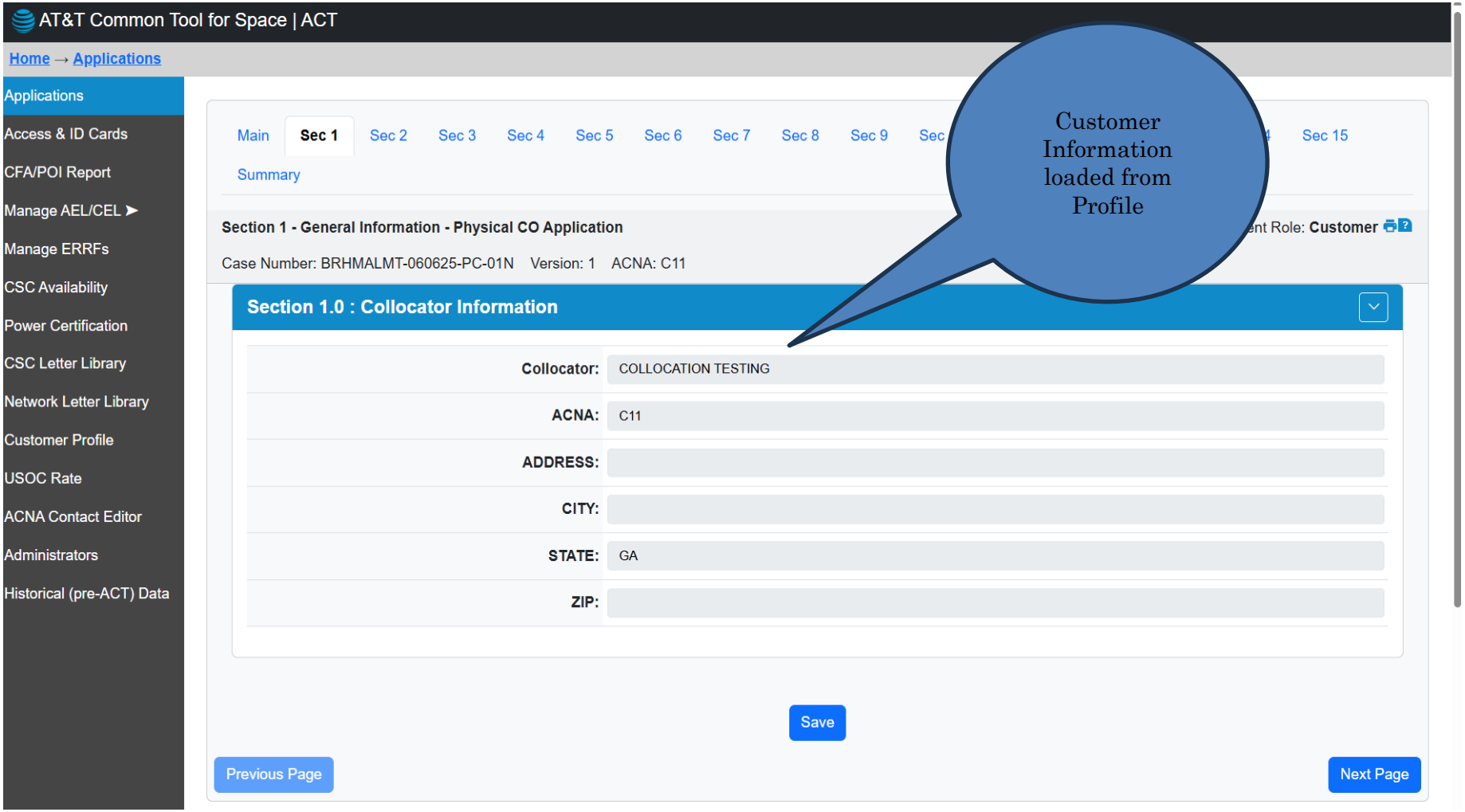

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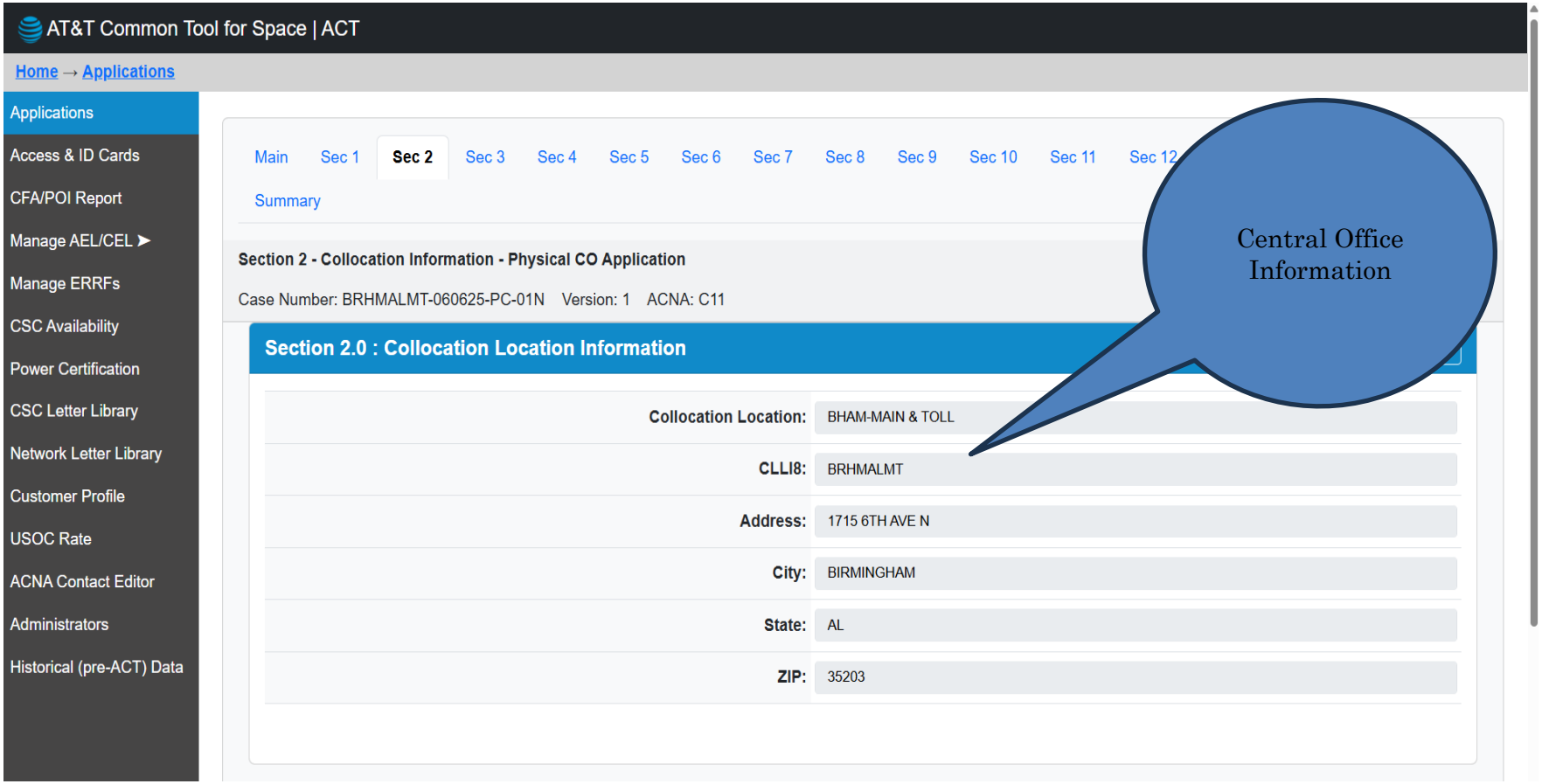

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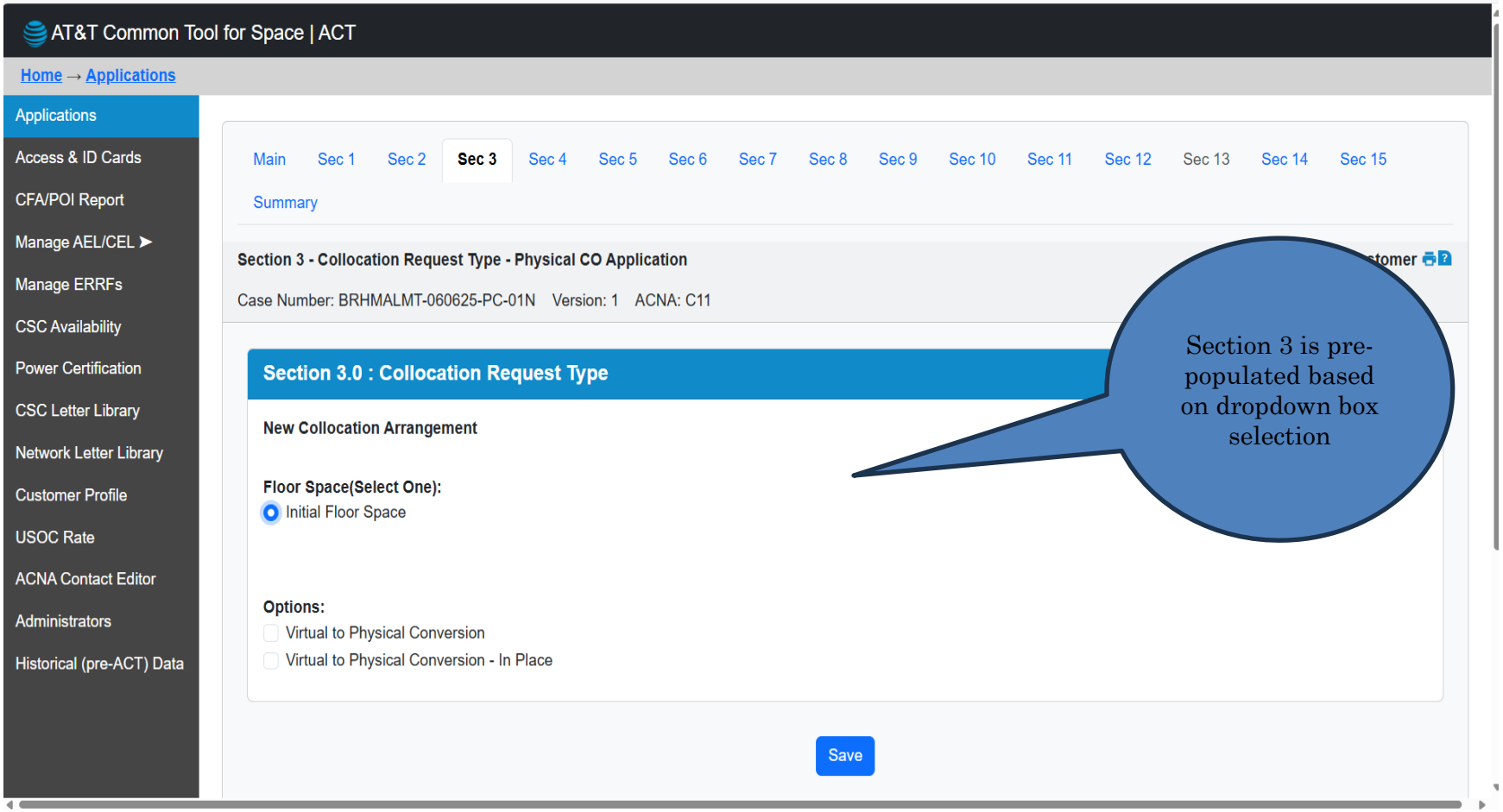

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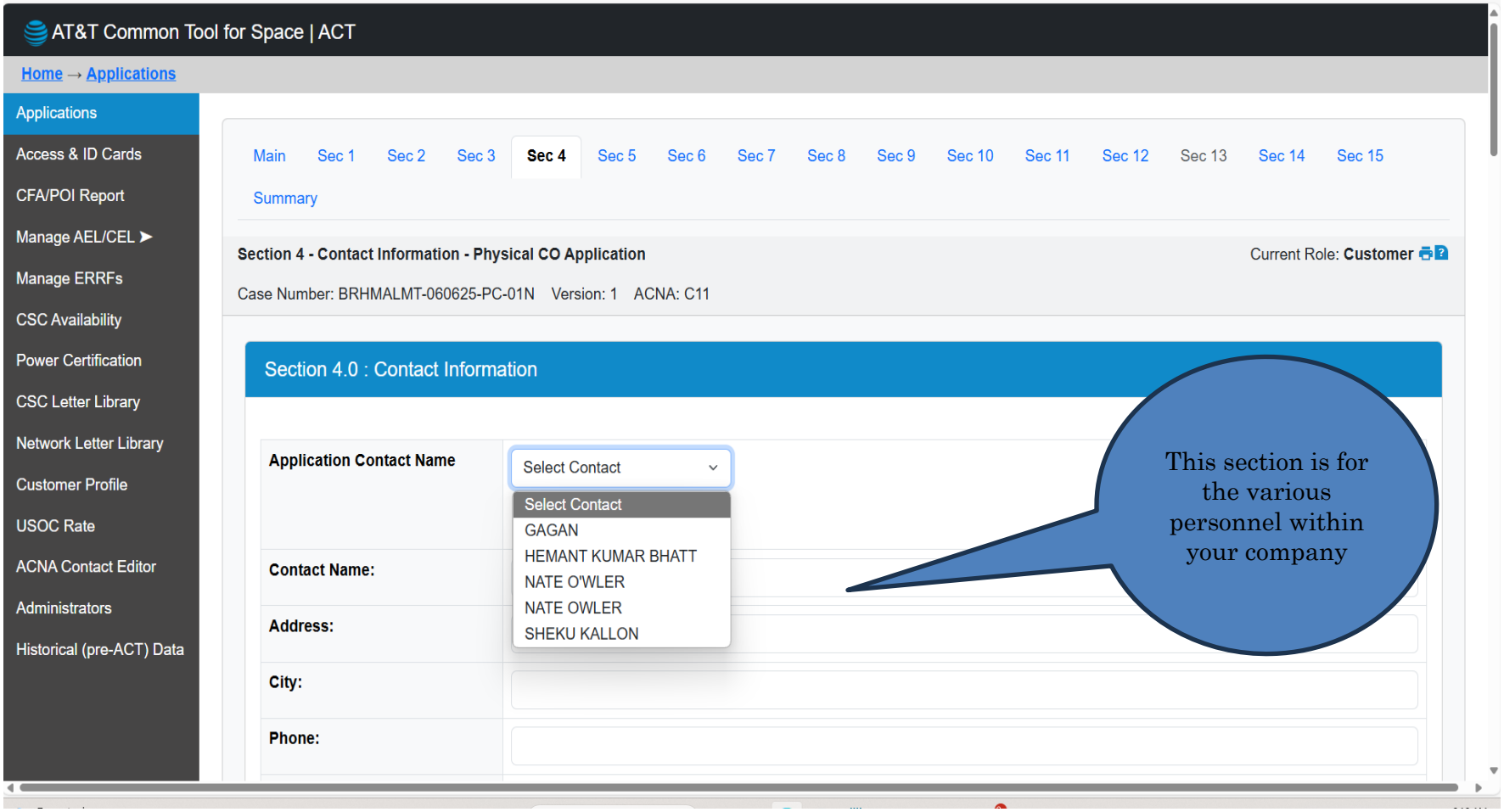

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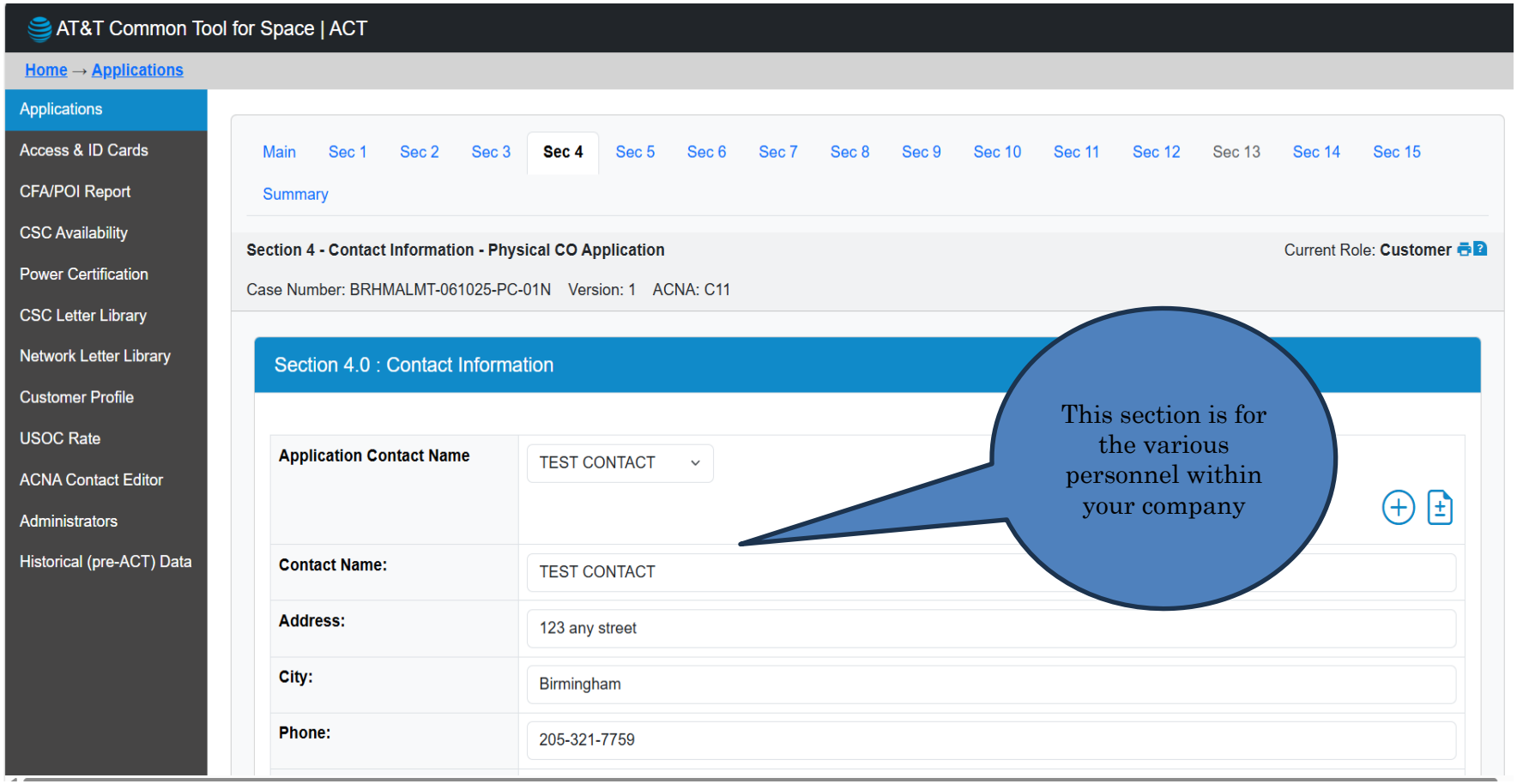

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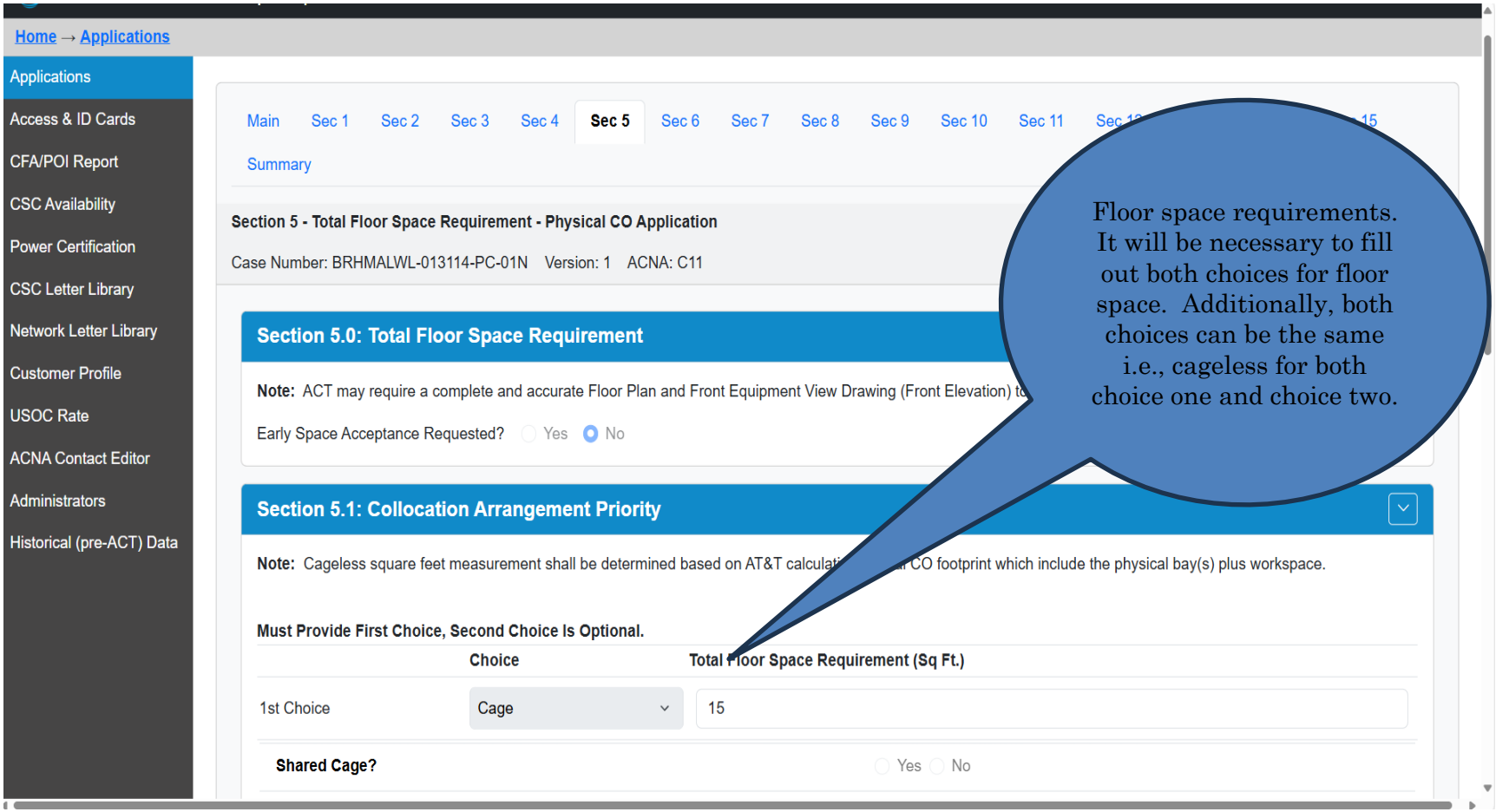

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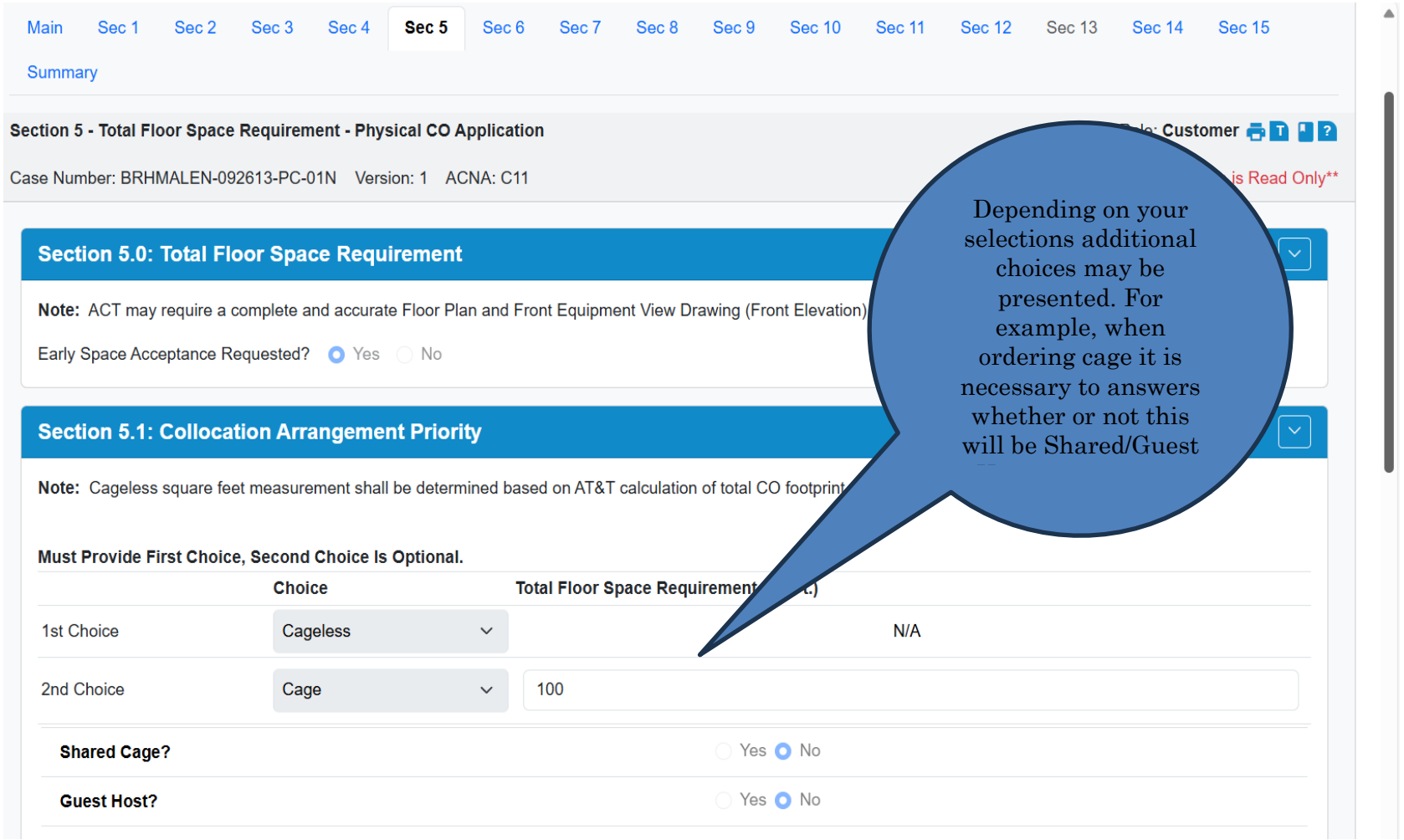

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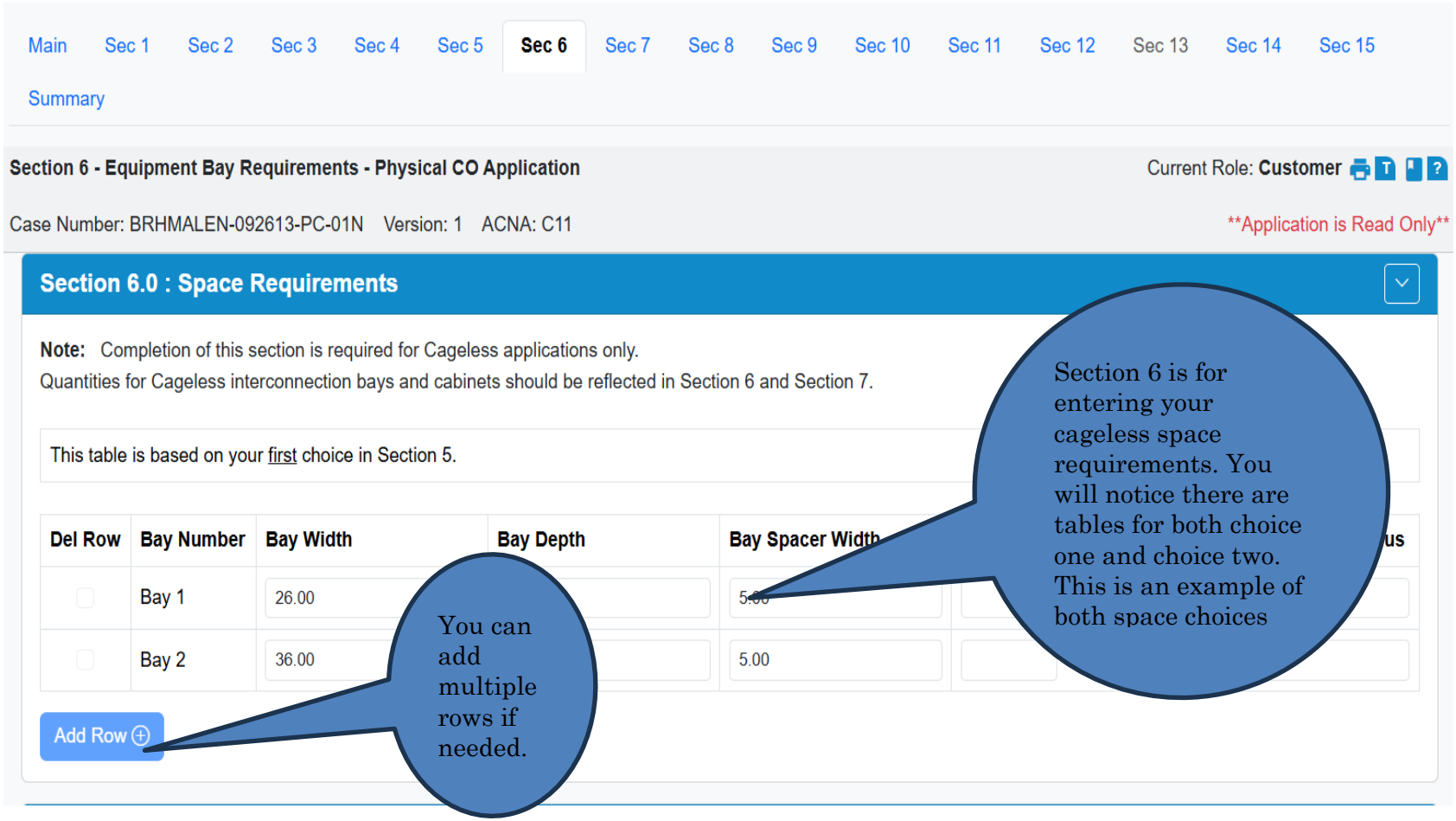

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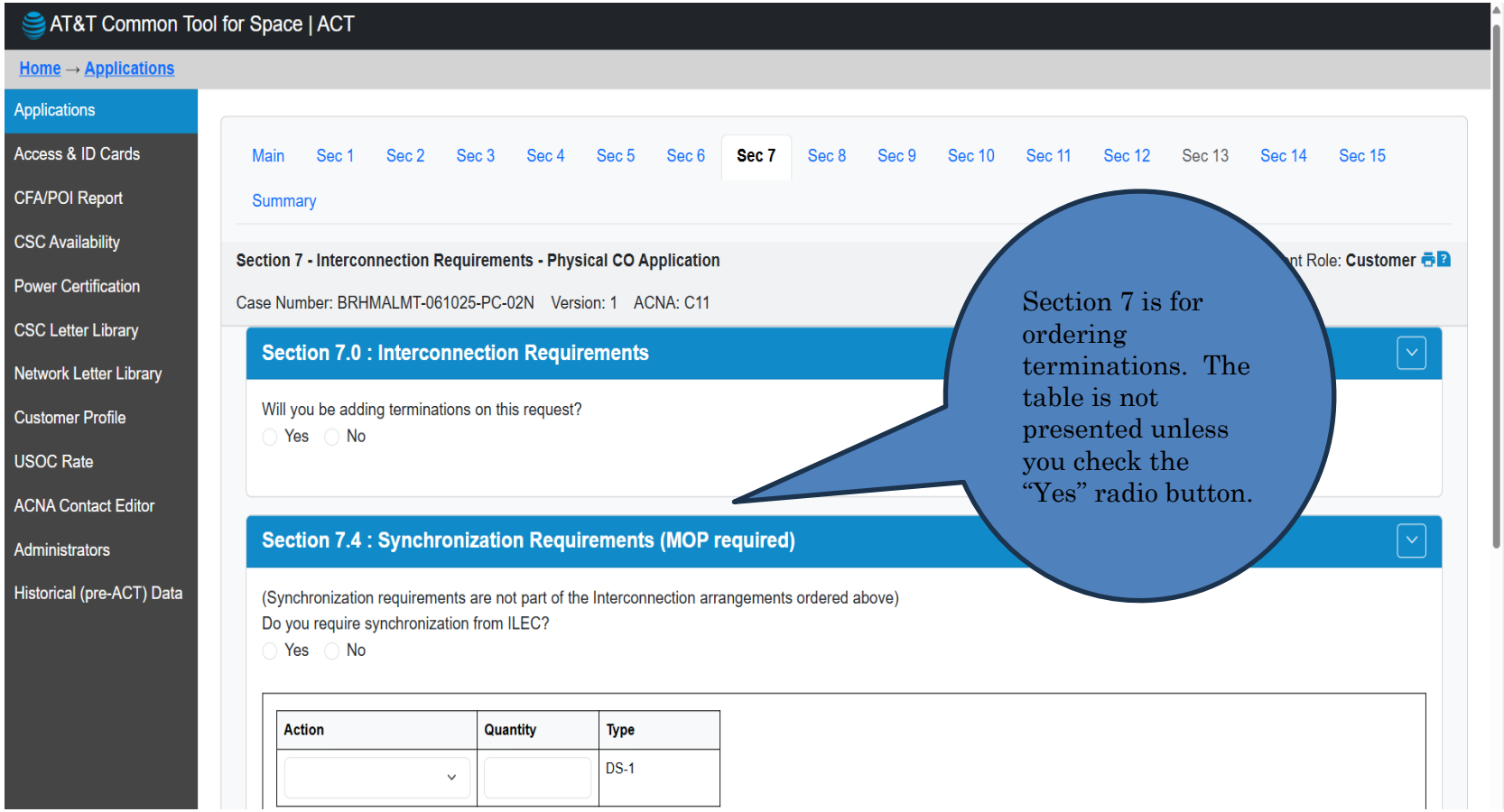

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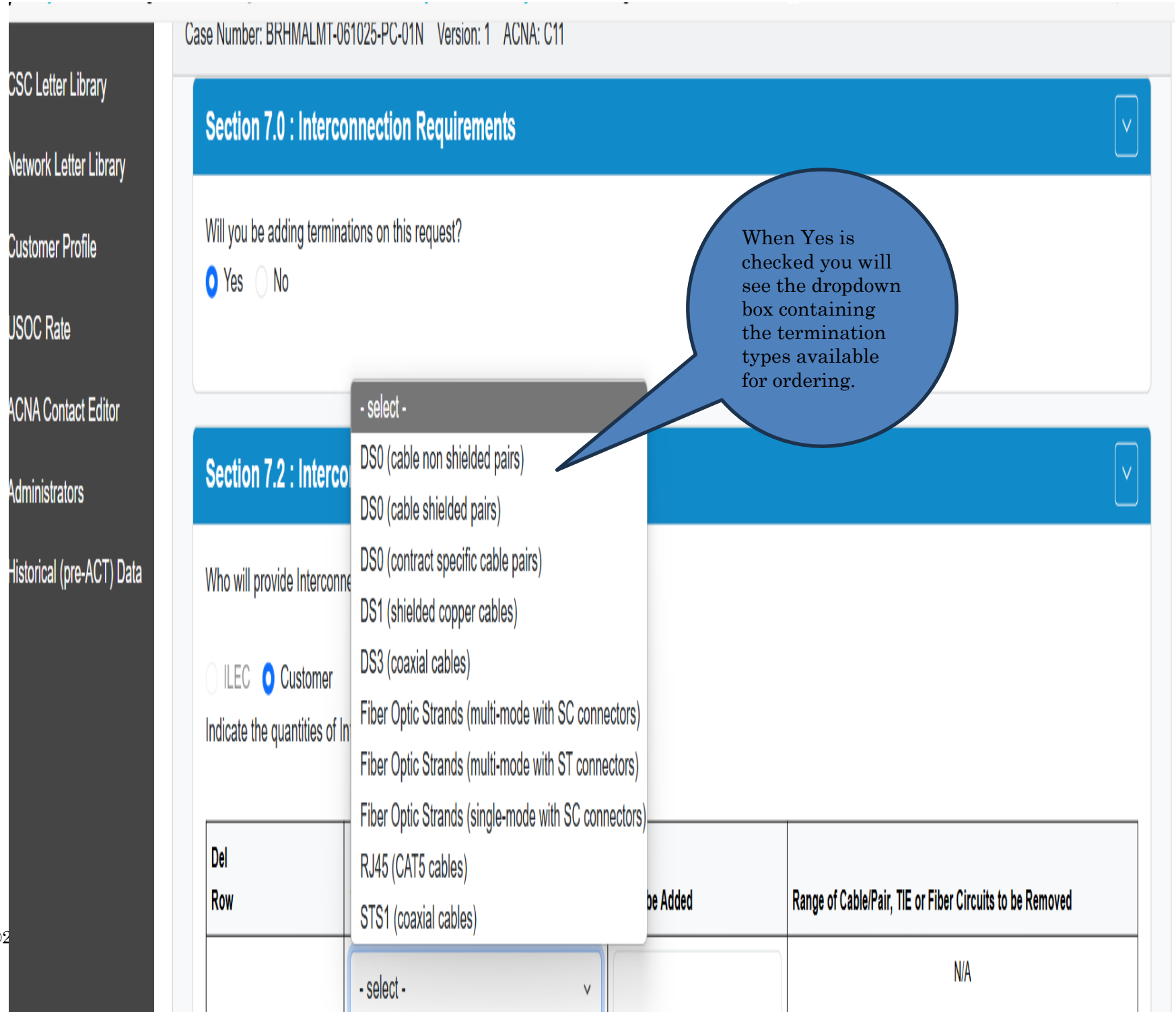
CSC Letter Library
Network Letter Library
Customer Profile
USOC Rate
ACNA Contact Editor
Administrators
Historical (pre-ACT) Data
Case Number: BRHMALMT-061025-PC-01N Version: 1 ACNA: C11
Section 7.0 : Interconnection Requirements
Will you be adding terminations on this request?
Yes
No
When Yes is checked you will see the dropdown box containing the termination types available for ordering.
Section 7.2 : Interco
Who will provide Interconne
ILEC
Customer
Indicate the quantities of In
- select -
DS0 (cable non shielded pairs)
DS0 (cable shielded pairs)
DS0 (contract specific cable pairs)
DS1 (shielded copper cables)
DS3 (coaxial cables)
Fiber Optic Strands (multi-mode with SC connectors)
Fiber Optic Strands (multi-mode with ST connectors)
Fiber Optic Strands (single-mode with SC connectors)
RJ45 (CAT5 cables)
STS1 (coaxial cables)
Del
Row
be Added
Range of Cable/Pair, TIE or Fiber Circuits to be Removed
- select -
N/A

©2

Section 7.2 : Interconnection Terminations

Who will provide Interconnection cabling?

ILEC Customer

Indicate the quantities of Interconnection terminations to be added.

Del Row	Type	Qty to be Added	Range of Cable/Pair, TIE or Fiber Circuits to be Removed
	DS1 (shielded copper cables)	15	N/A
	DS1 (shielded	15	N/A
	DS1		N/A
	DS		N/A
			N/A
	DS1 (shielded copper cables)	15	N/A

Add Row

You can add multiple rows as needed for the different types of terminations you desire.

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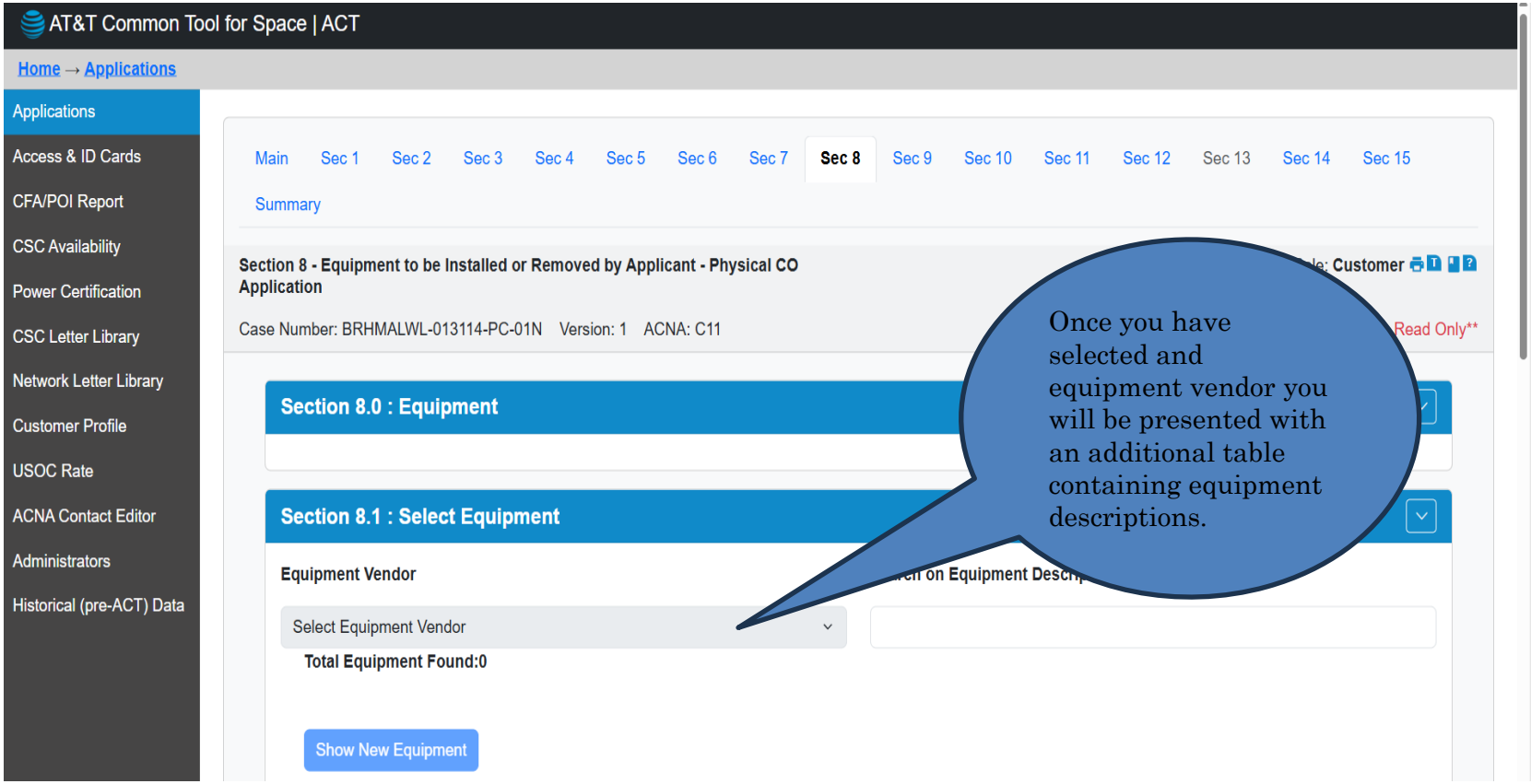

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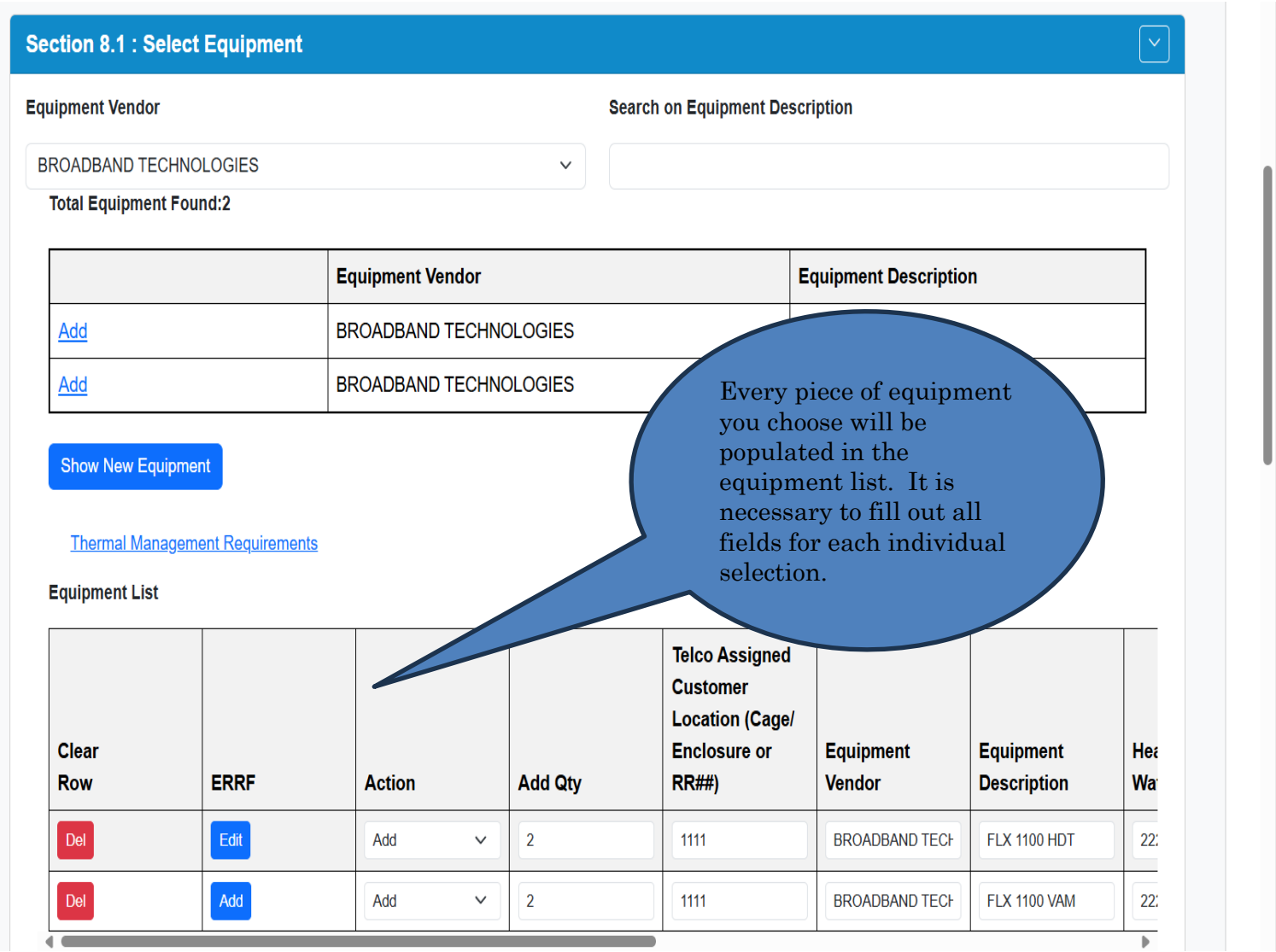

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Section 9 - Power Requirements - Virtual CO Application Current Role: **Customer**

Case Number: BRHMALMT-062025-VC-01N Version: 1 ACNA: C11

Section 9.0 : Power

Who will be providing the power cabling?

(•) Customer

Section 9.1 : Power Requests

Note: REGARDING POWER TABLE INPUTS - IMPORTANT NOTE: When requesting power in this section, please note that redundancy is built into the power configuration. A redundant configuration consists of an "A" feed and a "B" feed. QUANTITY field = 1 equates to (1A & 1B Feed); 2 = (2A & 2B Feeds); 3 = (3A & 3B Feeds), etc.

Standard Power Request

Del Row	Quantity	Action	Telco Assigned Customer Location (Cage/Enclosure or RR##)	Requested Power Arrangement (1A&1B)	CIPP Quantity	CIPP Provided By
☐	2	Add	444	5	22	Customer

Add Row ⊕

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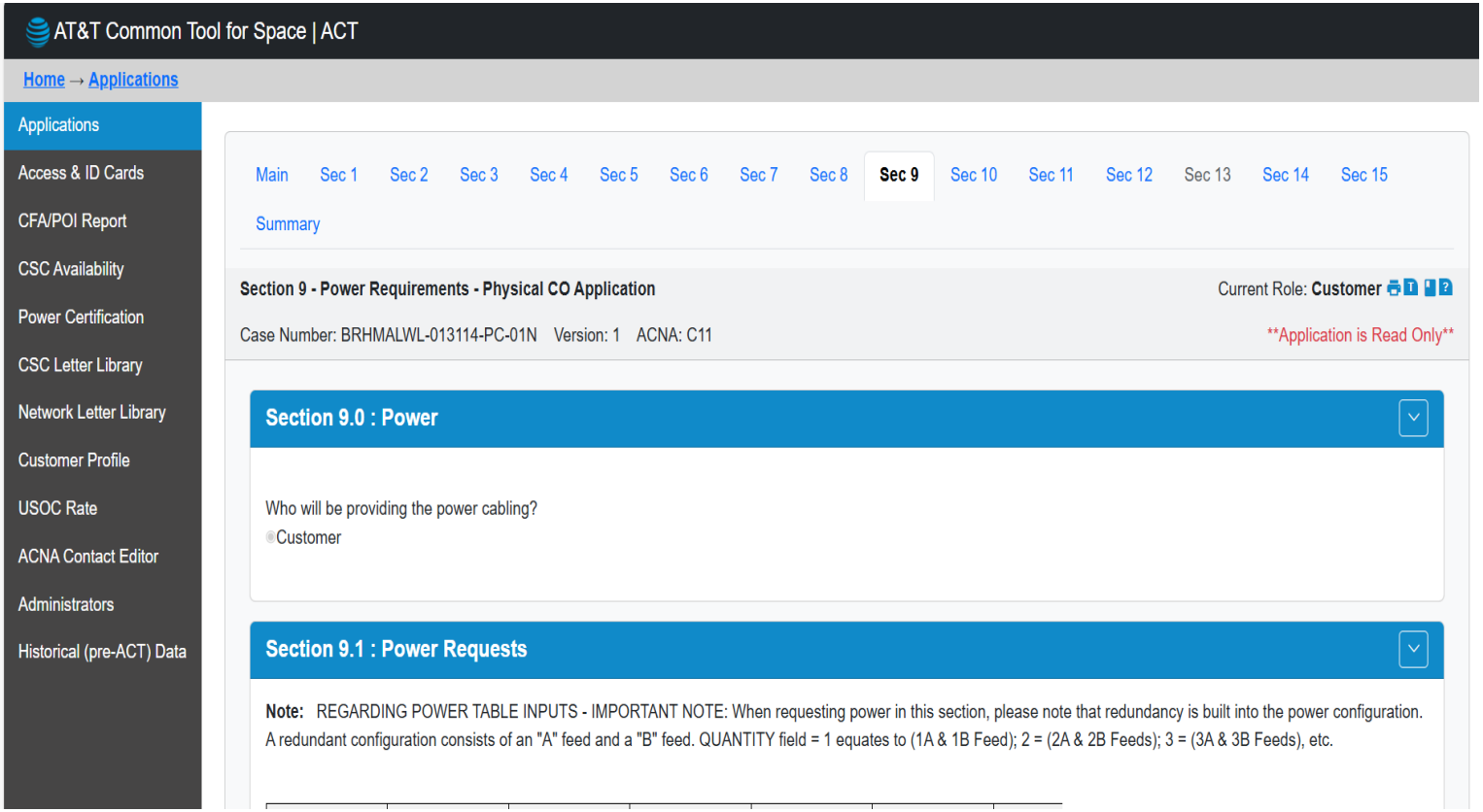

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Del Row	Quantity	Action	Telco Assigned Customer Location (Cage/Enclosure or RR##)	Requested Power Arrangement (1A&1B)	CIPP Quantity	CIPP Provided By
☐	1	Add	14	30	1	CLEC/C

Add Row ⊕

Note: Telco Power Source, Telco Power Source RR##, Load A Panel, and Load B Panel are optional fields when power is augmented.
Fuse Waiver Form *Acknowledged 01/31/2014*

A CIPP panel is required if fuse size being requested exceeds 50 amp. Customers and their AT&T Approved Installation Suppliers should consult Technical Publications (TPs) and engineering documents to determine appropriate CIPP configuration for power installations. Once a CIPP panel has been installed and depending on the existing CIPP configuration, additional power requirements may or may not require an additional CIPP panel. As appropriate, within AT&T, CIPP will be monitored via the central office job acceptance process.

In AT&T Southeast, CIPP Panels are not provided by AT&T ILEC

	Total Customer Requested 48V Power Drain (Amps)	Total 48V List 1 (Nominal) Drain from Section 8 Equipment	Difference
Change	0	10	

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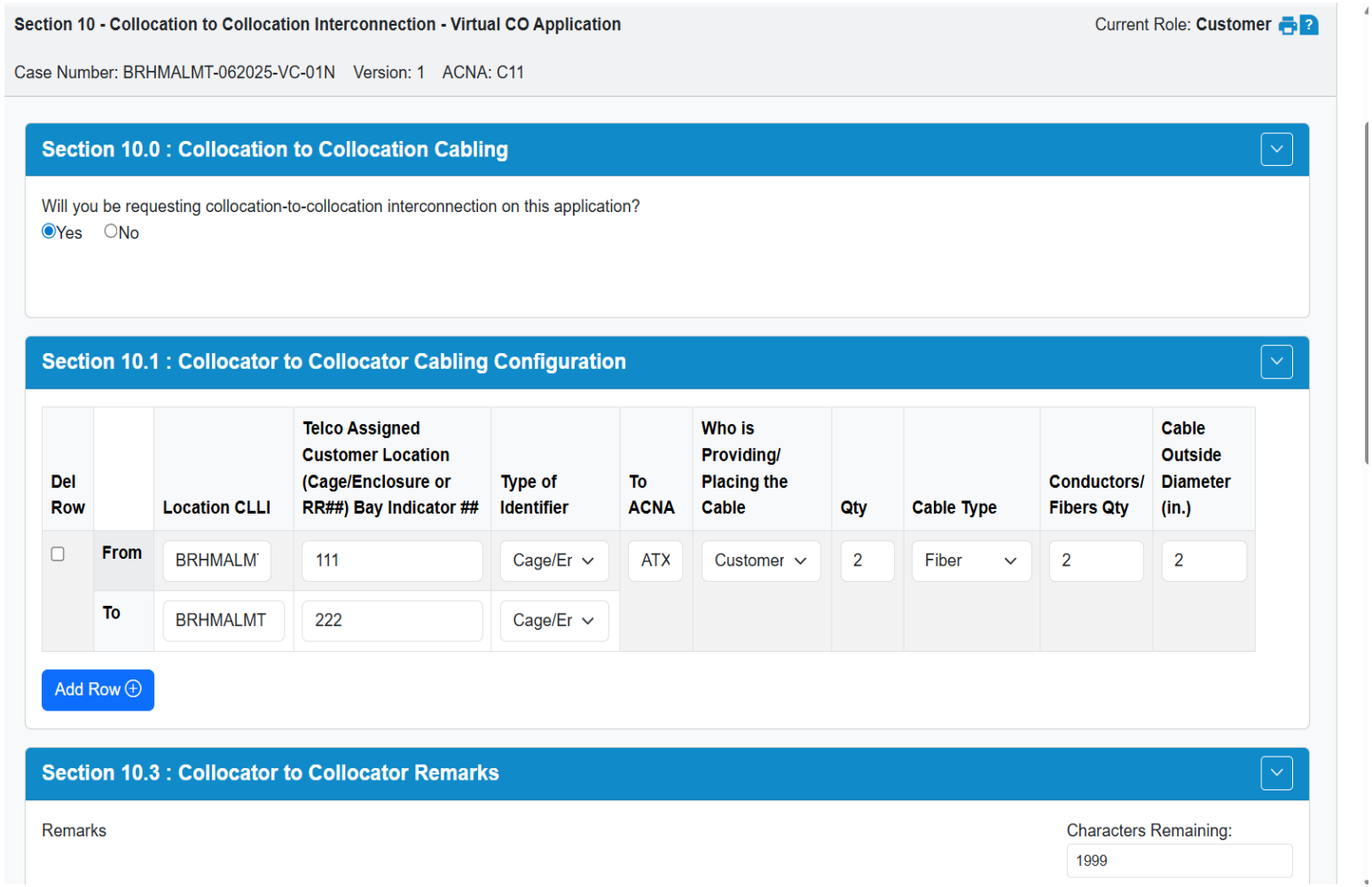

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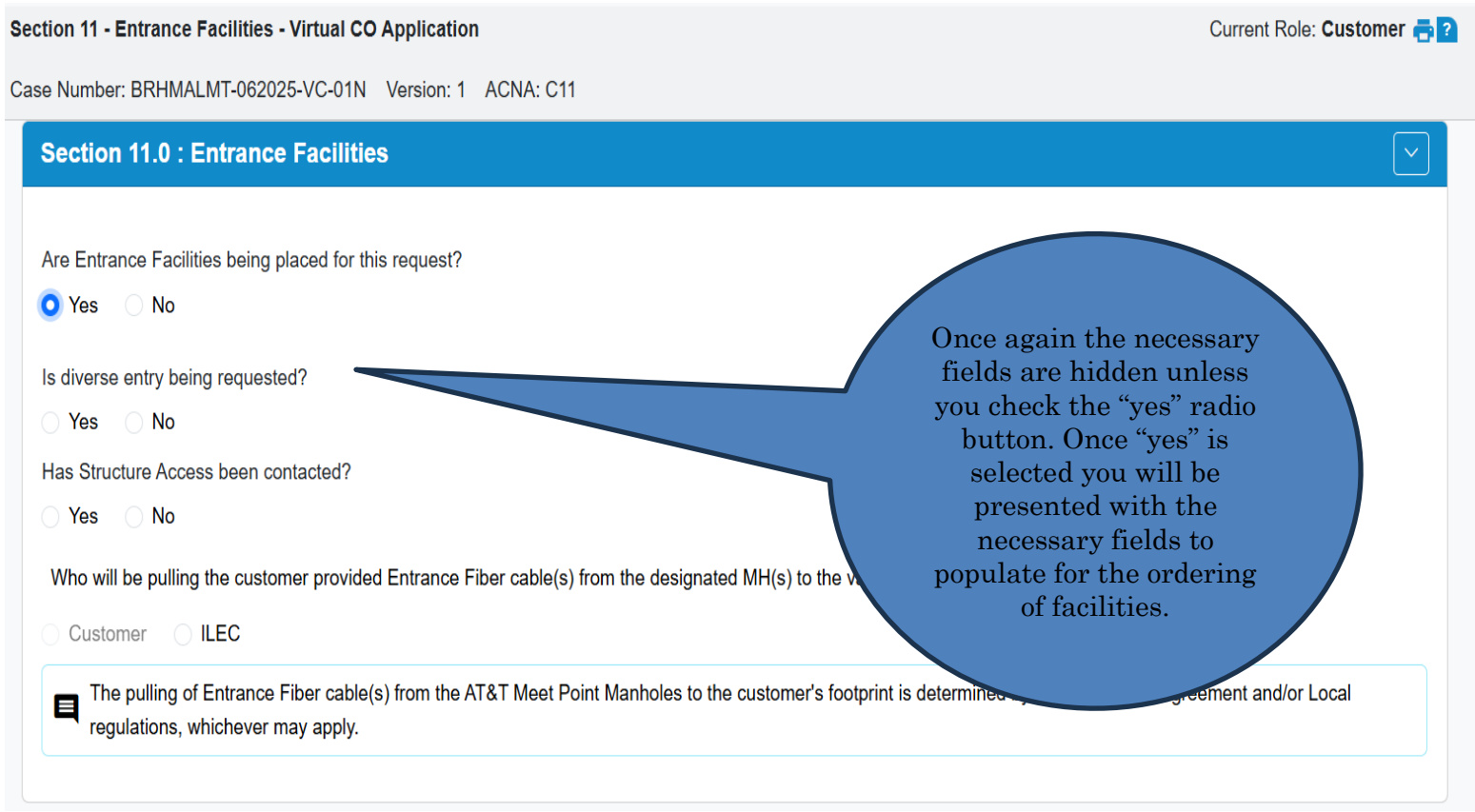

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Section 11.0 : Entrance Facilities

Are Entrance Facilities being placed for this request?

(•) Yes ( ) No

Is diverse entry being requested?

(•) Yes ( ) No

Number of entry points:

2

Has Structure Access been contacted?

(•) Yes ( ) No

Who will be pulling the customer provided Entrance Fiber cable(s) from the designated MH(s) to the vault?

( ) Customer (•) ILEC

Once you click “yes” you will be presented with the necessary fields to populate for the ordering of entrance facilities.

The pulling of Entrance Fiber cable(s) from the AT&T Meet Point Manholes to the customer's footprint is determined by the Customer's Agreement and/or Local regulations, whichever may apply.

Section 11.1 : Cable Information

Del Row	Direction from which cables will originate	Number of Cables	Vendor of Cable	Number of Fibers per Cable	Outside Cable Diameter (in.)	Cable Facilities	Sheath Type
☐	N	1	ATX	11	2.00	Fiber Riser	Dielec

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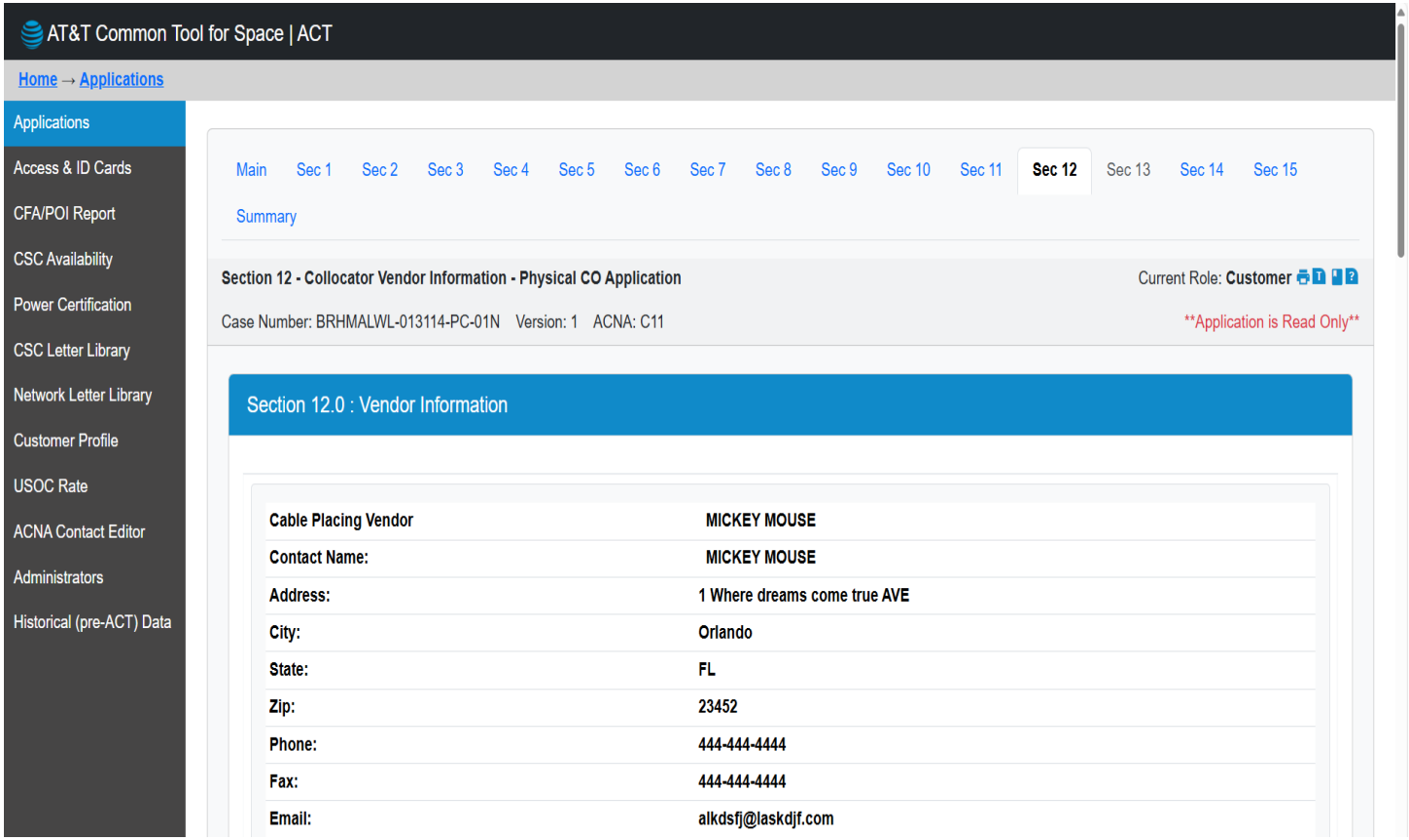

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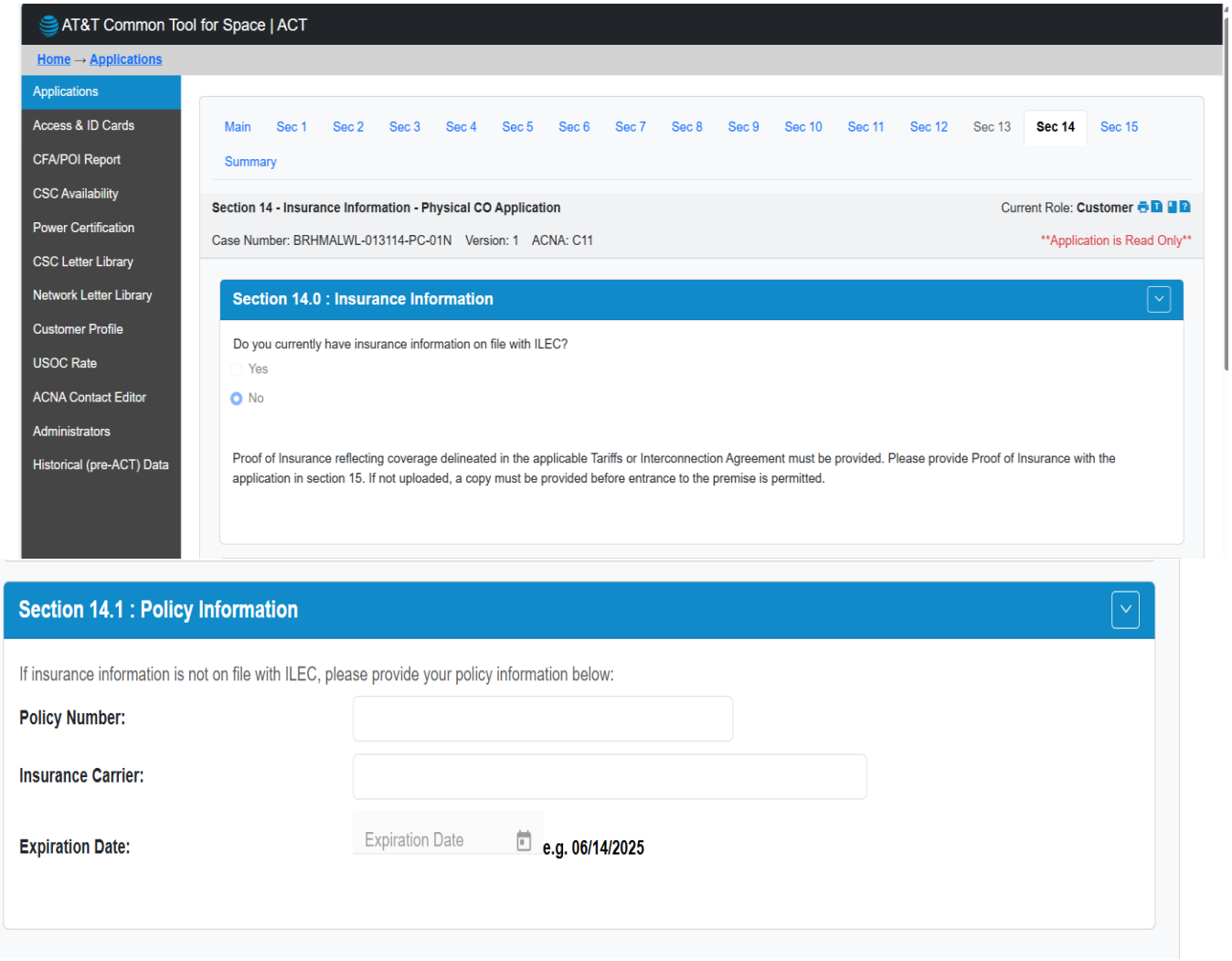

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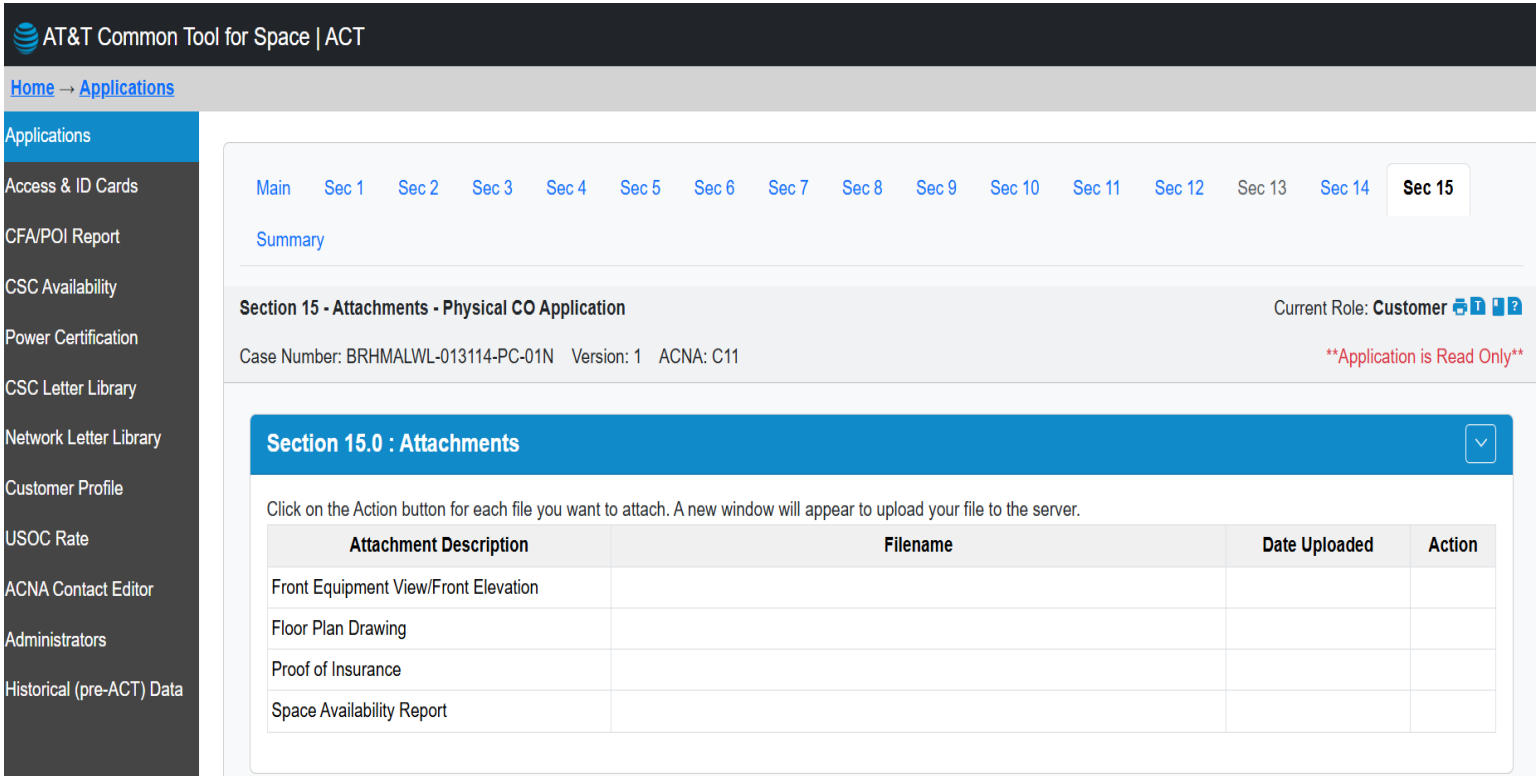

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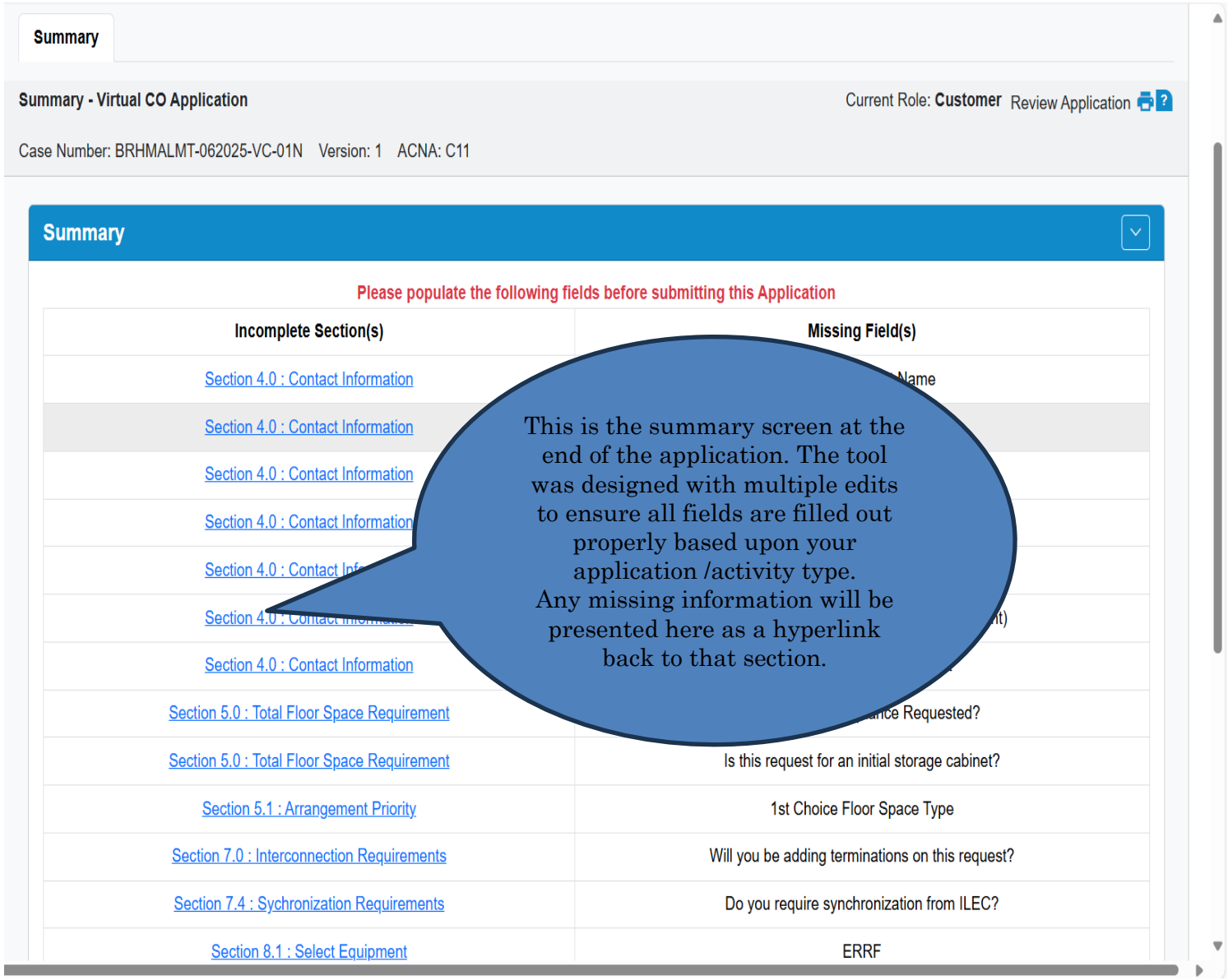

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SIDEBAR TOOLS

- Additional resources
  - Access & ID Cards
  - CFA/POI Report
  - Power Certification
  - ACNA Contact Editor
  - Historical Data (4th qtr 2012)
  - Pre ACT Applications

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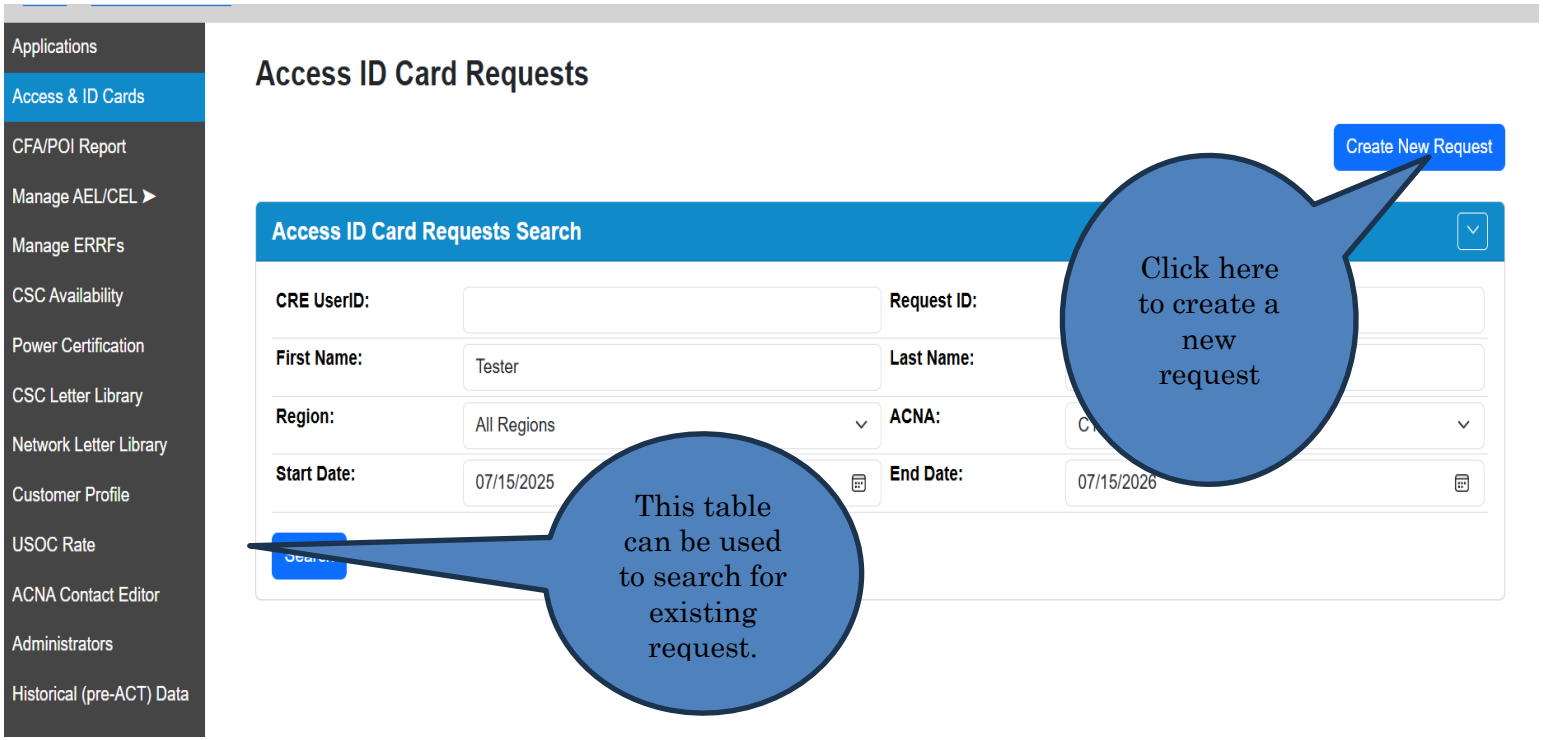

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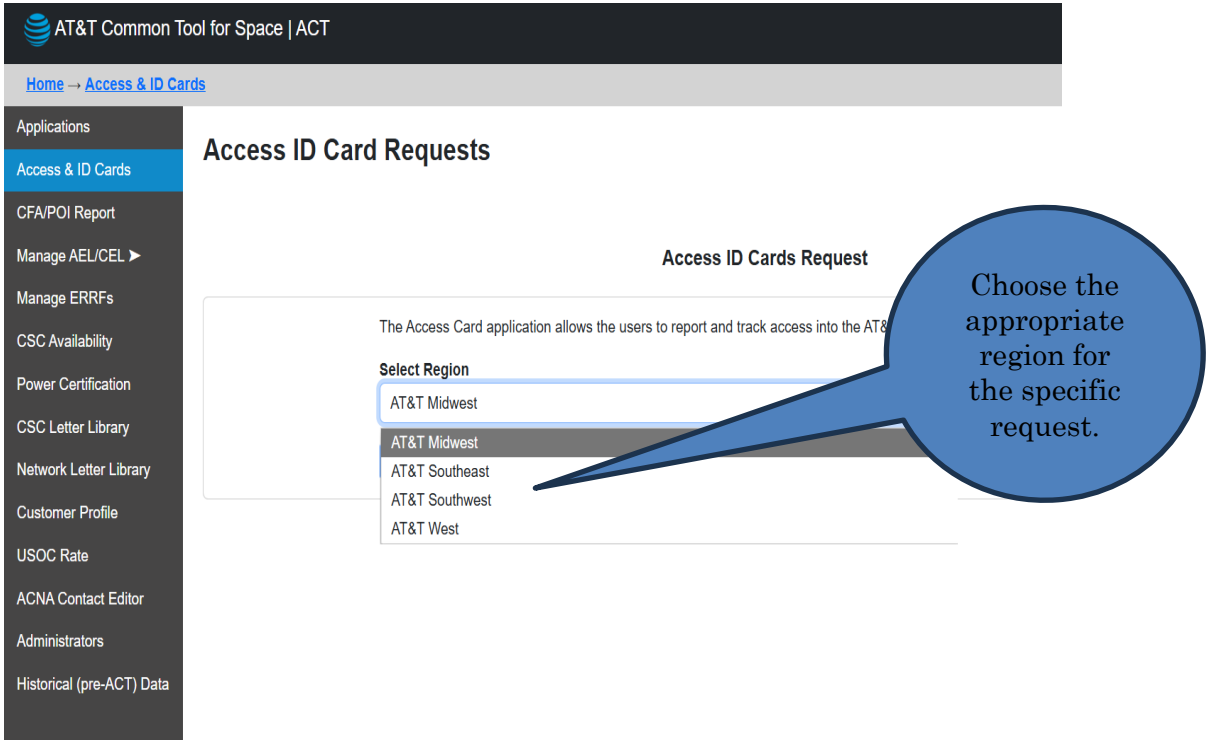

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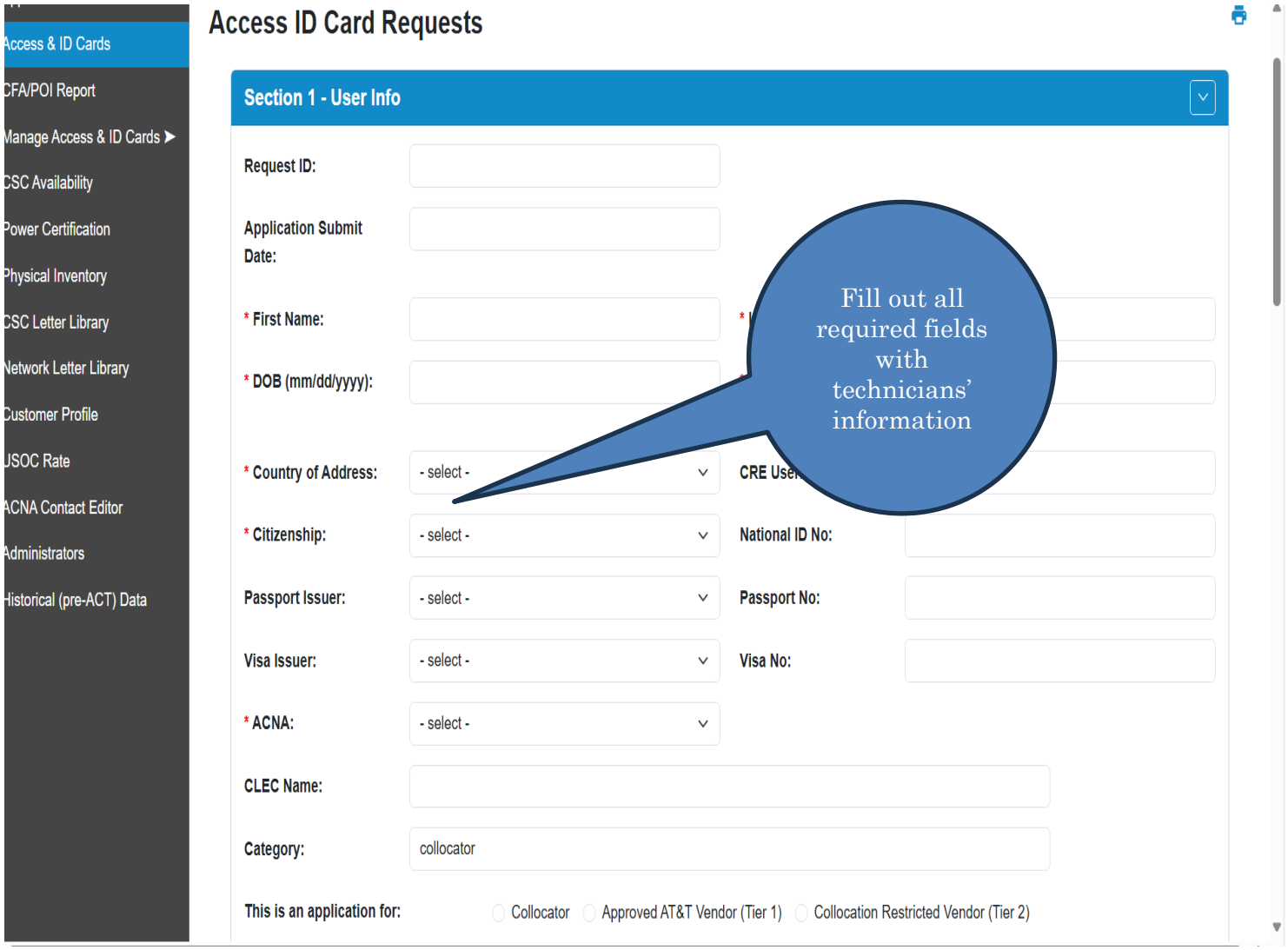

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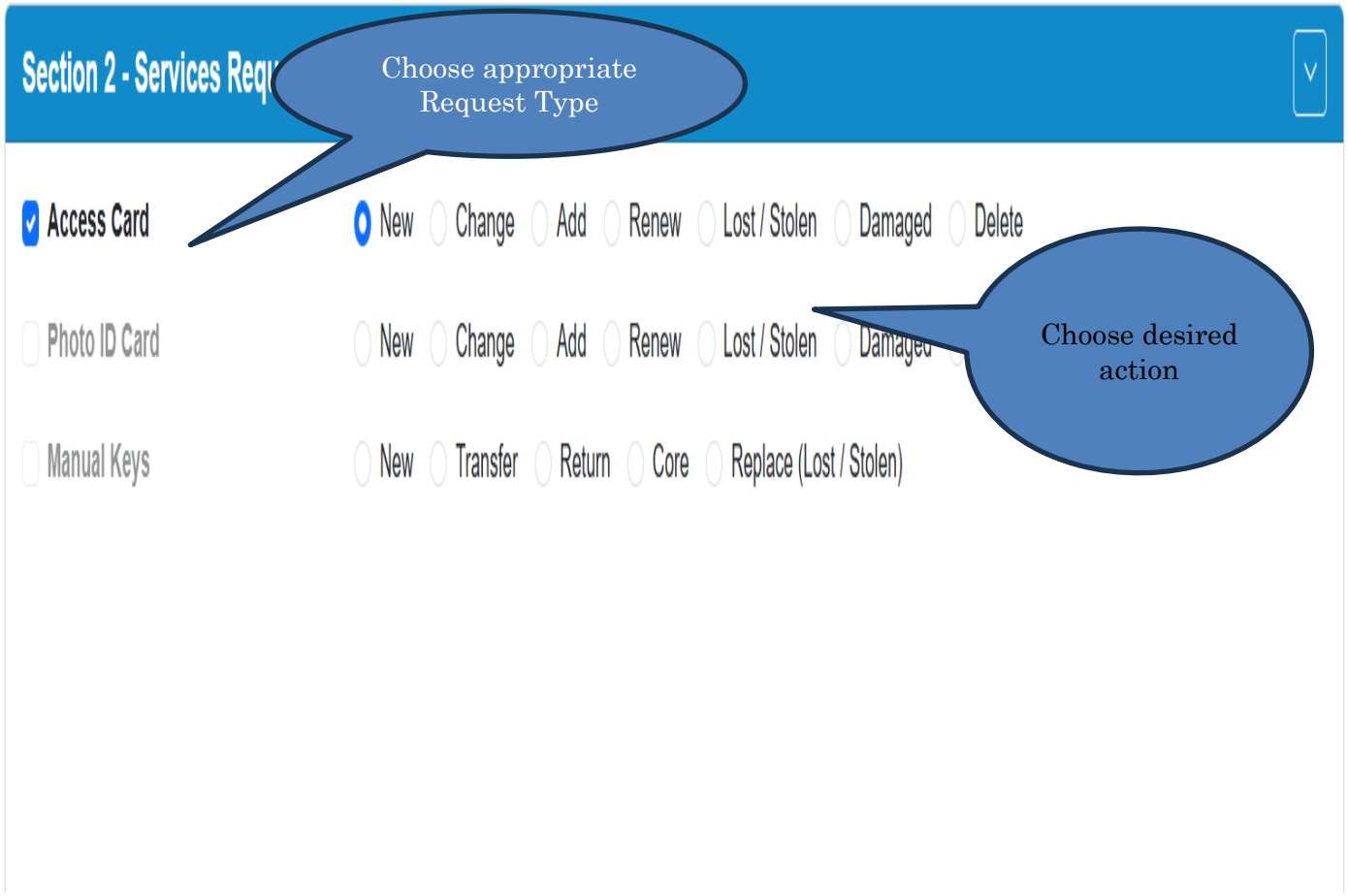

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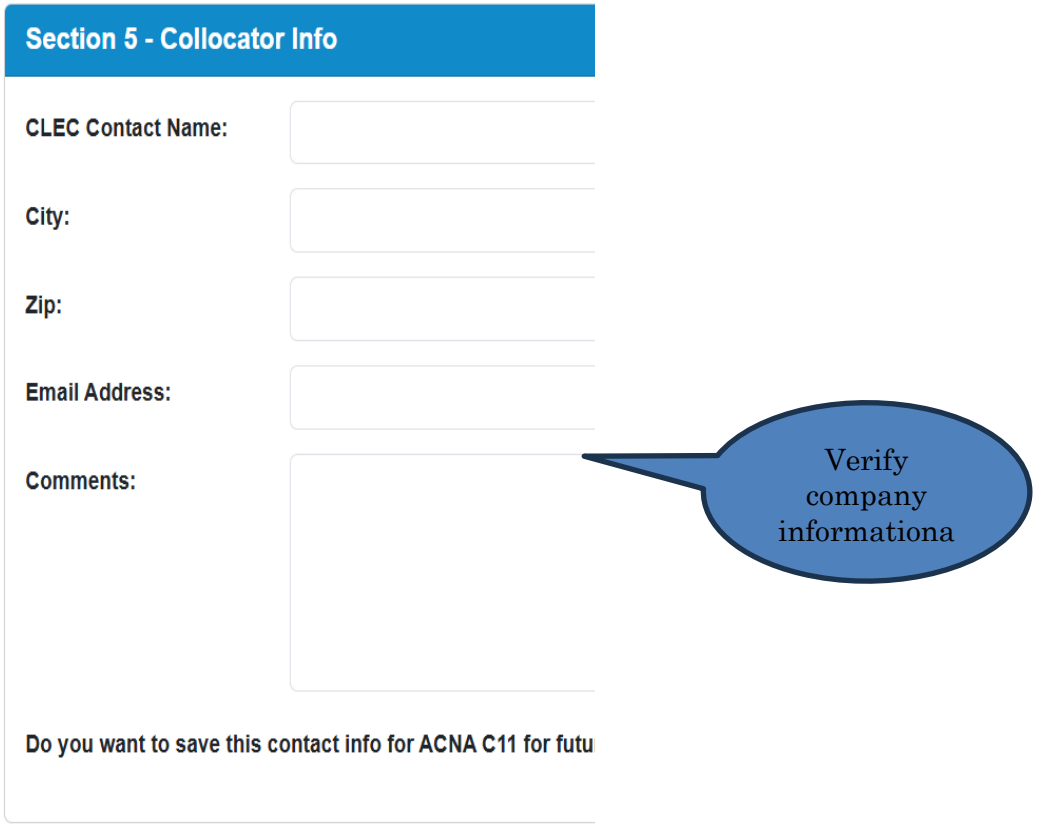

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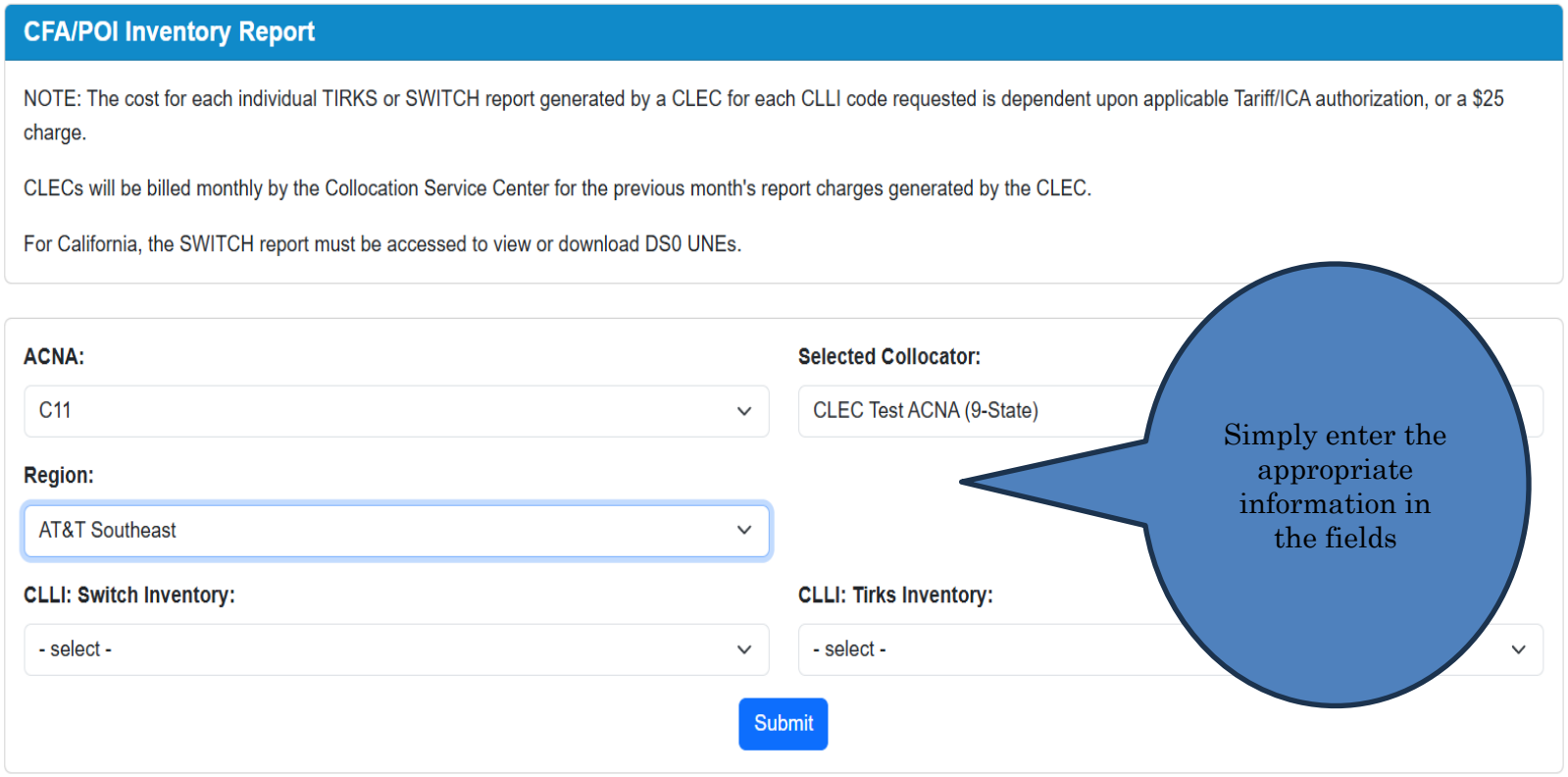
CFA/POI Inventory Report

NOTE: The cost for each individual TIRKS or SWITCH report generated by a CLEC for each CLLI code requested is dependent upon applicable Tariff/ICA authorization, or a $25 charge.

CLECs will be billed monthly by the Collocation Service Center for the previous month's report charges generated by the CLEC.

For California, the SWITCH report must be accessed to view or download DS0 UNEs.



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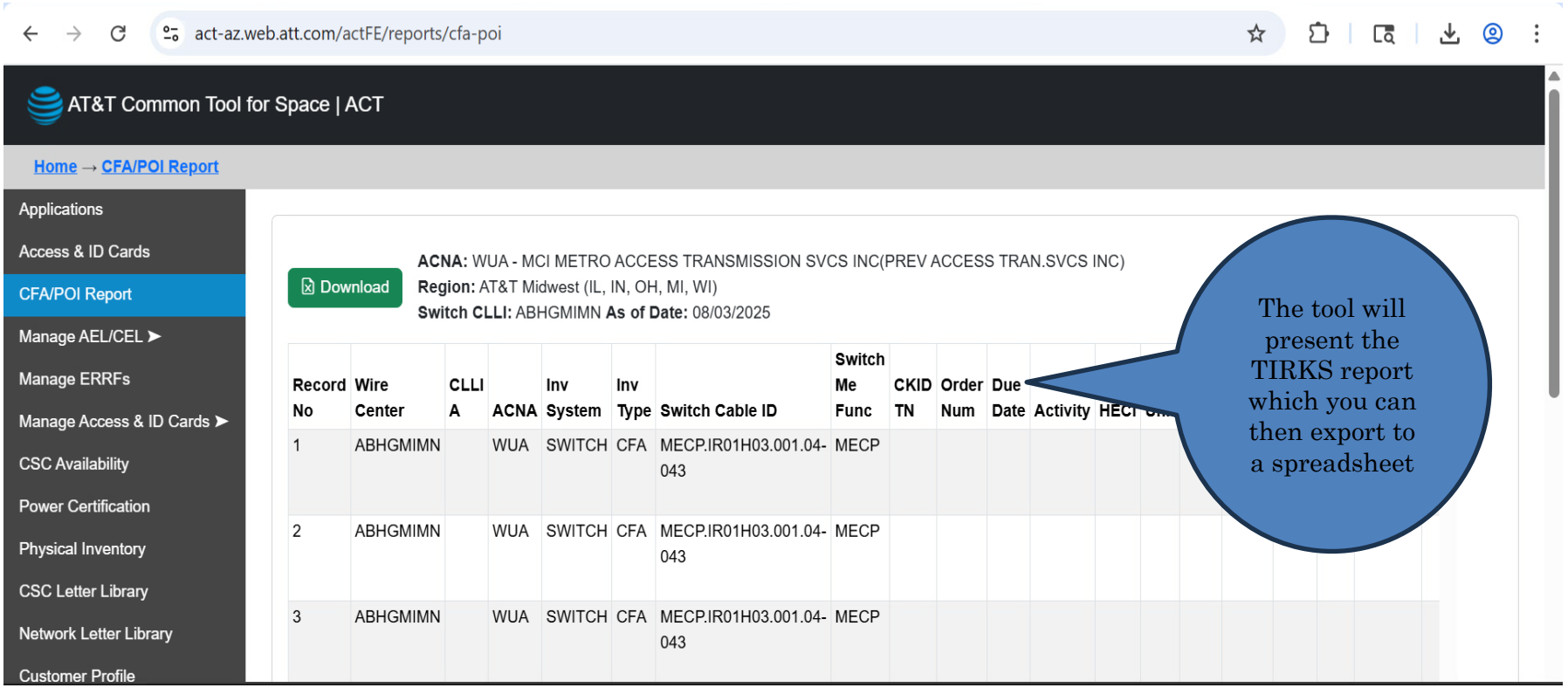

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Collocation Power Certification

Create New or Search for Existing Form by selecting the appropriate criteria below:

Form Type: **Self Certification Form** **Power Reporting Form**

Collocation Power Reporting

Create Power Reporting Tracking Report
View/Edit Power Reporting Tracking Report

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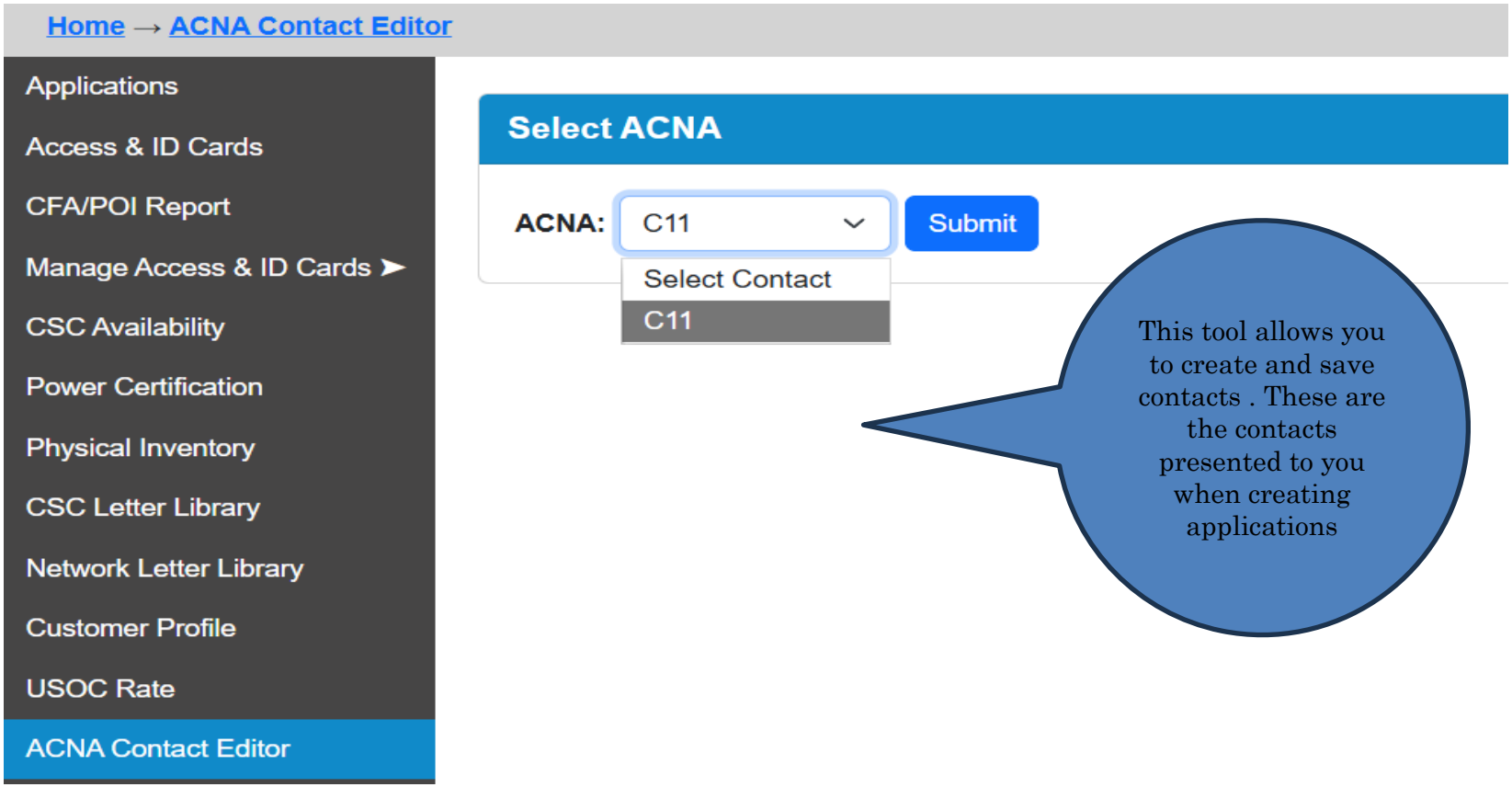

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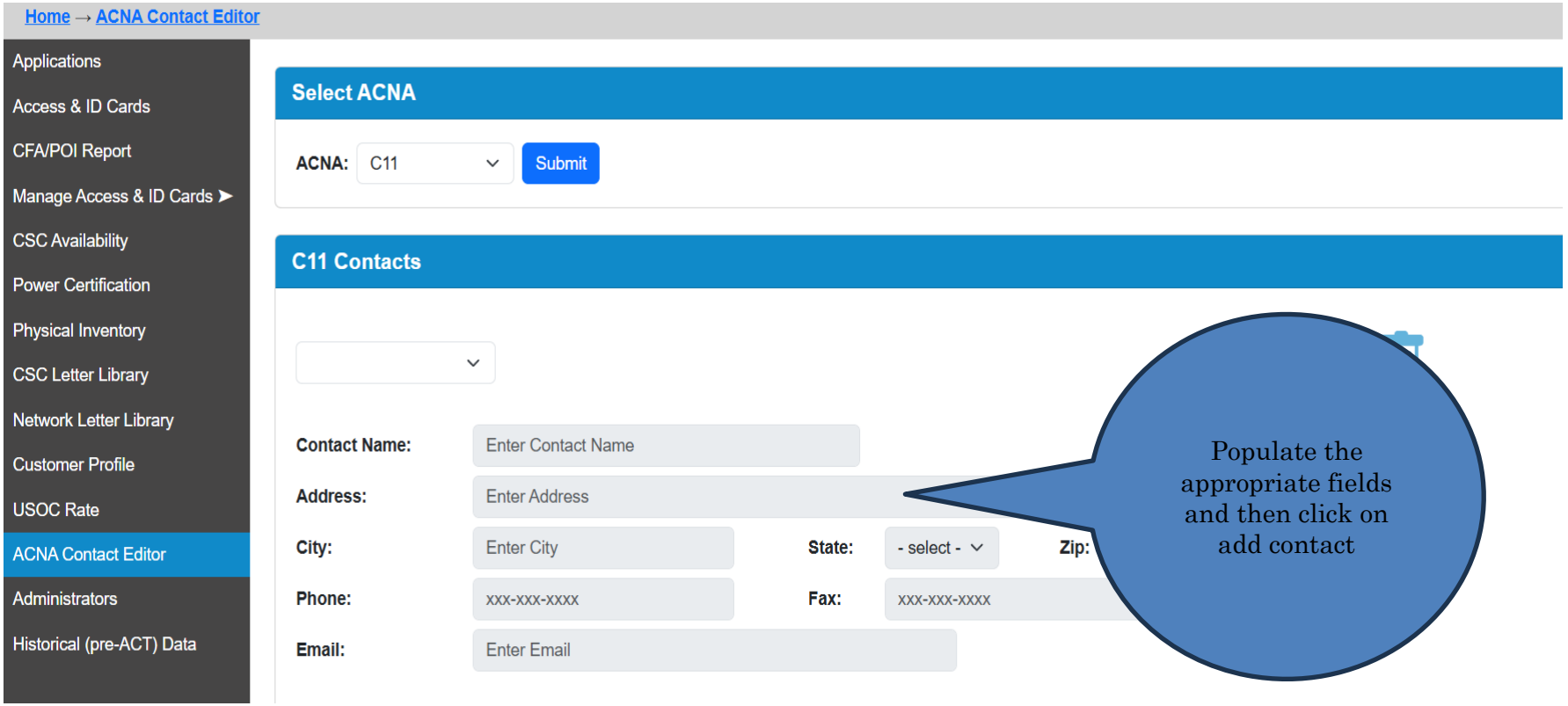

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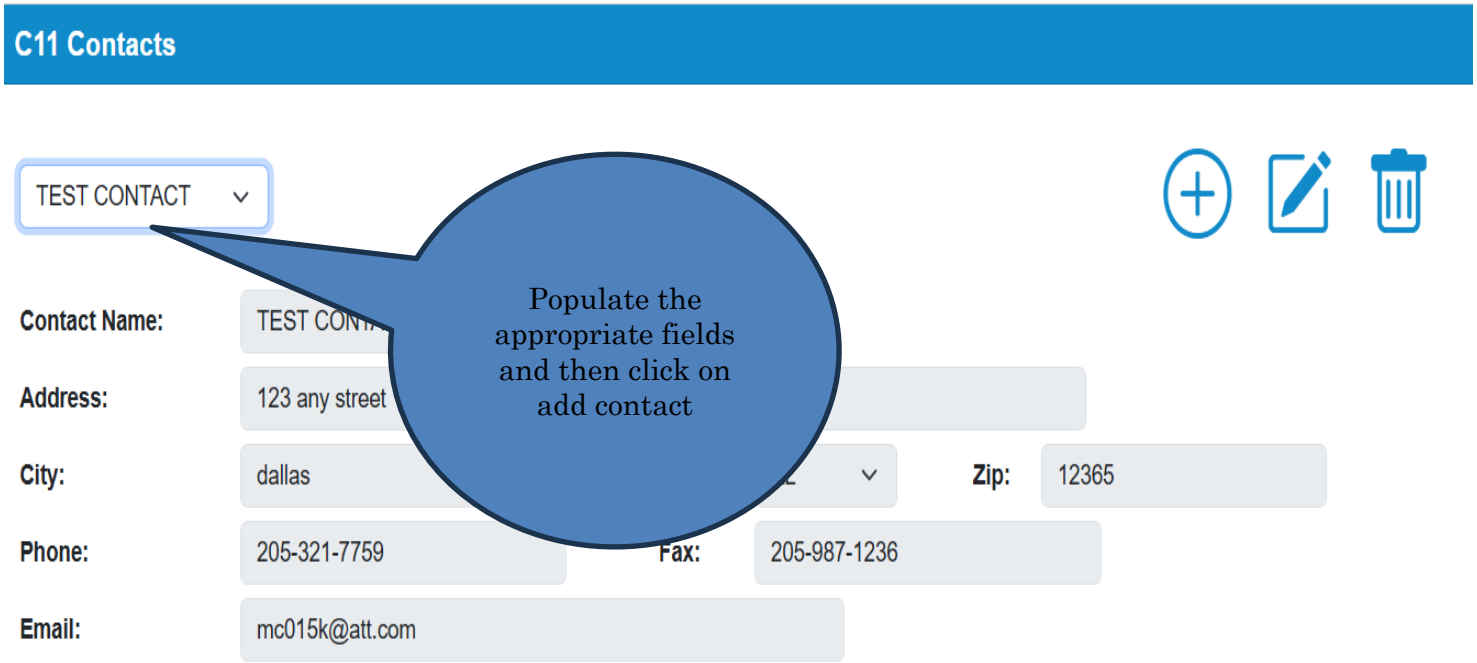

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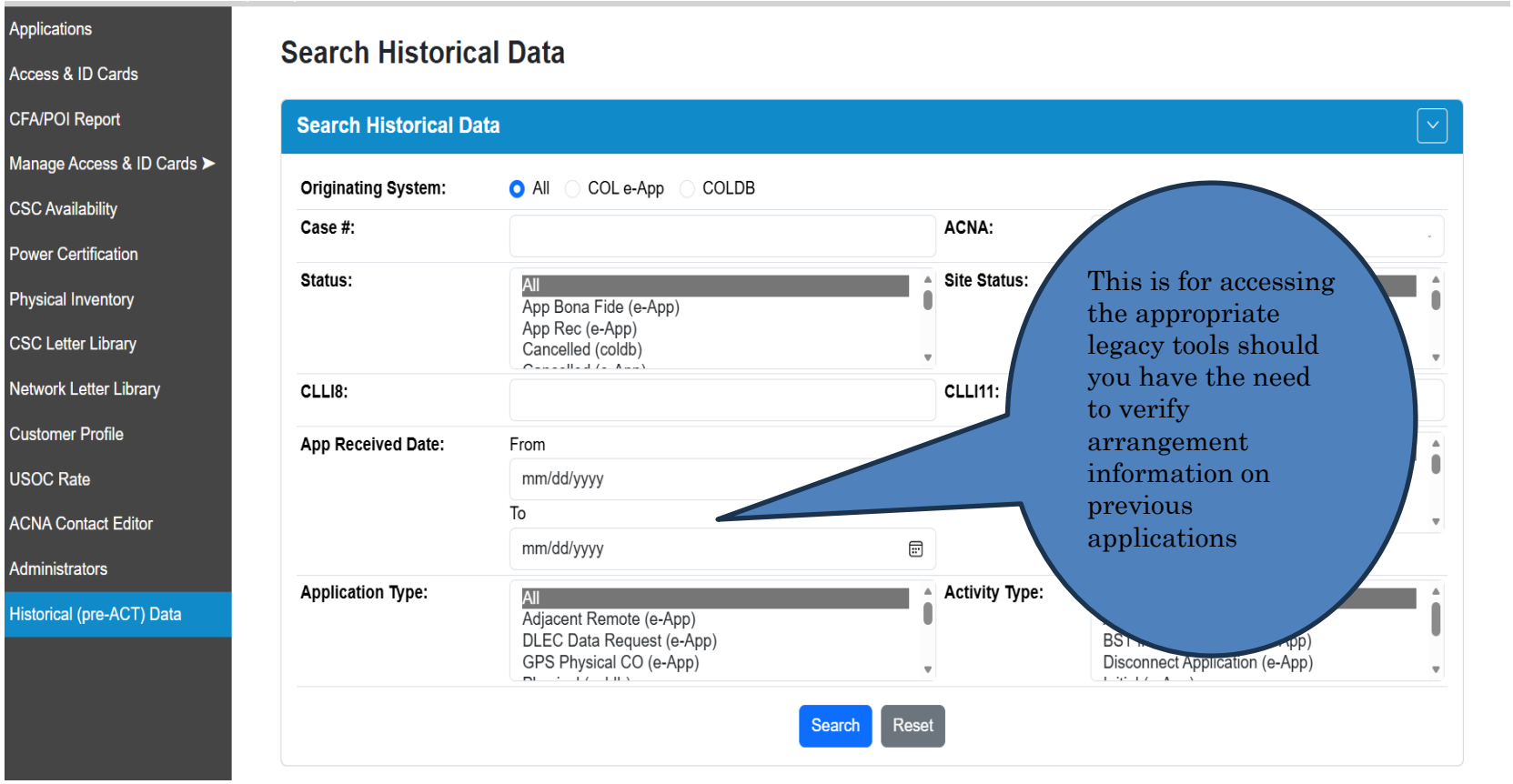

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WORKBOOKS

Workbooks are designed to communicate necessary arrangement information back to you.

- There are 5 sections in the workbook:
  - Quote
  - Customer Response
  - Attachments
  - Forms
  - Email History

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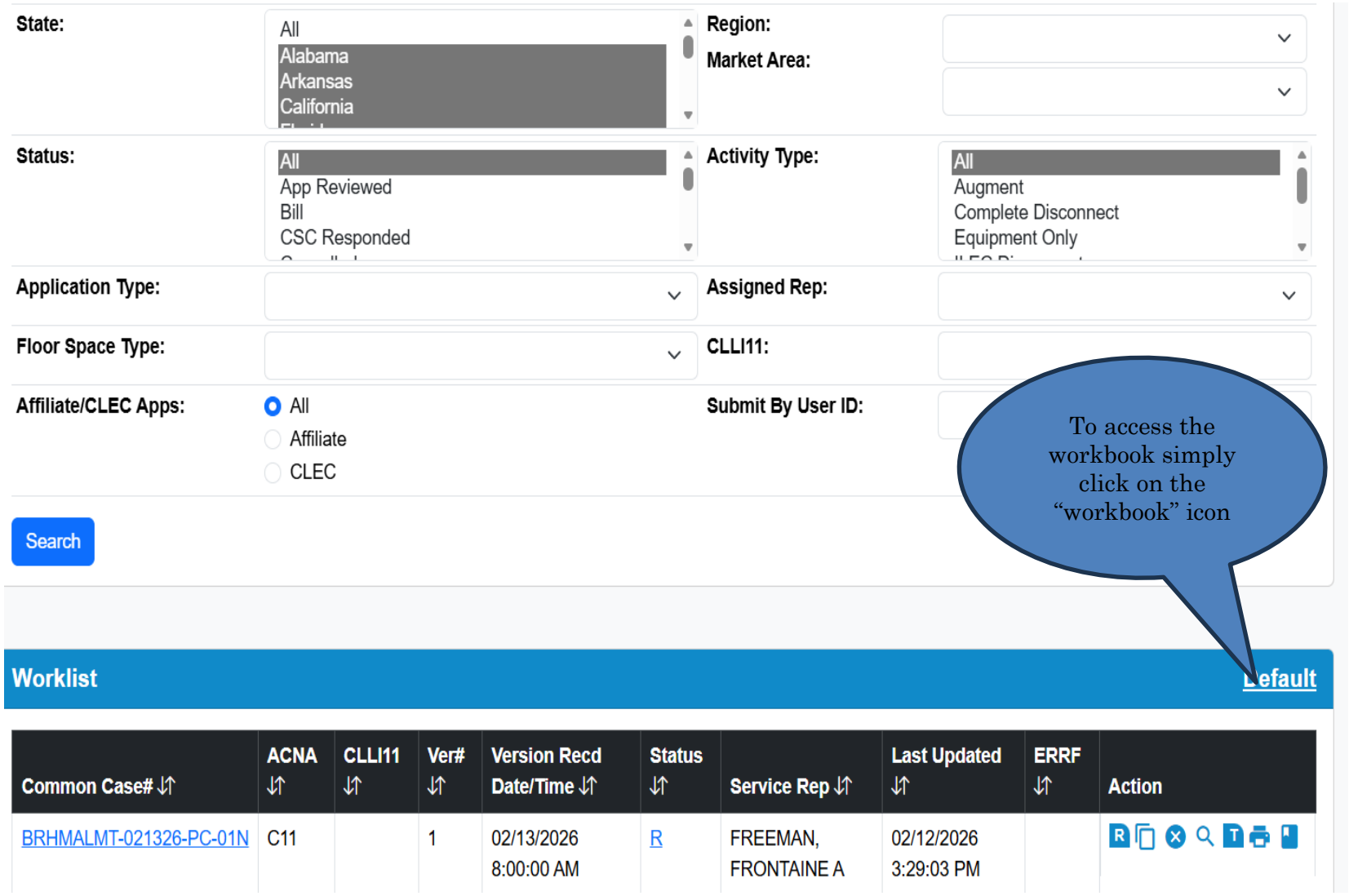

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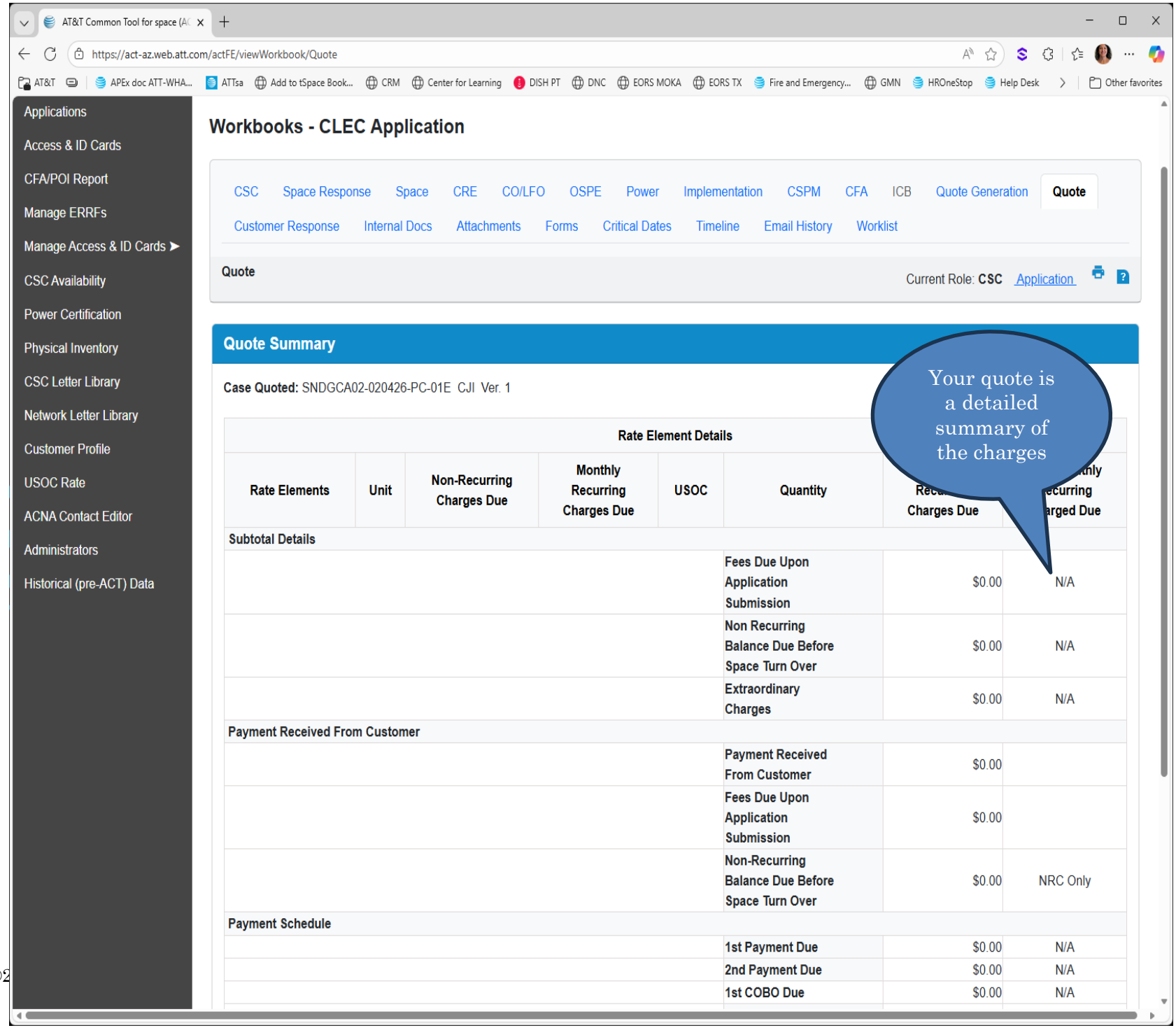

Rate Element Details							
Rate Elements	Unit	Non-Recurring Charges Due	Monthly Recurring Charges Due	USOC	Quantity	Rec... Charges Due	...thly ...curring ...arged Due
Subtotal Details							
					Fees Due Upon Application Submission	$0.00	N/A
					Non Recurring Balance Due Before Space Turn Over	$0.00	N/A
					Extraordinary Charges	$0.00	N/A
Payment Received From Customer							
					Payment Received From Customer	$0.00	
					Fees Due Upon Application Submission	$0.00	
					Non-Recurring Balance Due Before Space Turn Over	$0.00	NRC Only
Payment Schedule							
					1st Payment Due	$0.00	N/A
					2nd Payment Due	$0.00	N/A
					1st COBO Due	$0.00	N/A

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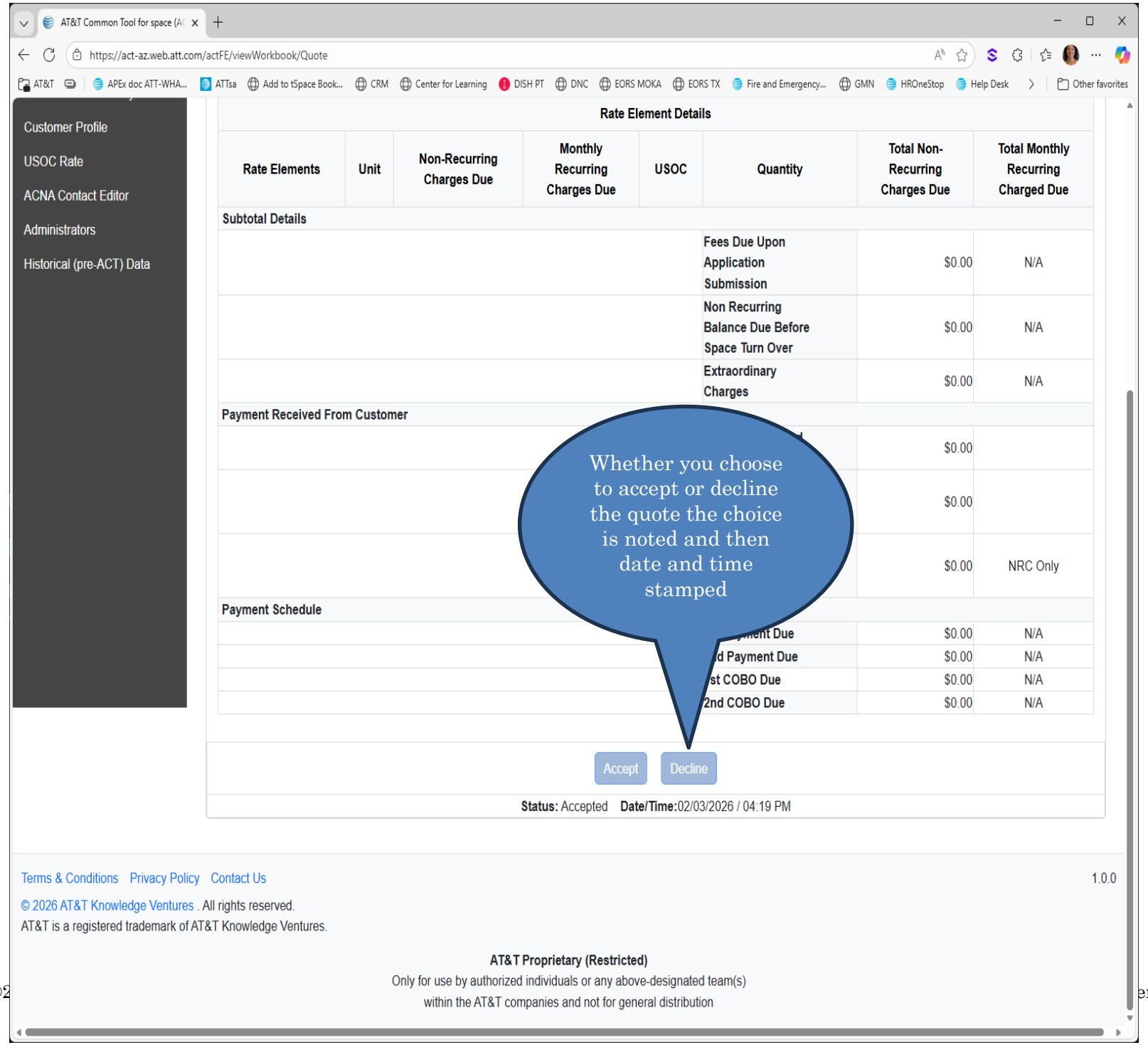
AT&T Common Tool for space (AC
https://act-az.web.att.com/actFE/viewWorkbook/Quote
AT&T
APEx doc ATT-WHA...
ATTsa
Add to tSpace Book...
CRM
Center for Learning
DISH PT
DNC
EORS MOKA
EORS TX
Fire and Emergency...
GMN
HROneStop
Help Desk
Other favorites
Customer Profile
USOC Rate
ACNA Contact Editor
Administrators
Historical (pre-ACT) Data
Rate Element Details
Rate Elements
Unit
Non-Recurring Charges Due
Monthly Recurring Charges Due
USOC
Quantity
Total Non-Recurring Charges Due
Total Monthly Recurring Charged Due
Subtotal Details
Fees Due Upon Application Submission
$0.00
N/A
Non Recurring Balance Due Before Space Turn Over
$0.00
N/A
Extraordinary Charges
$0.00
N/A
Payment Received From Customer
$0.00
$0.00
$0.00
NRC Only
Payment Schedule
$0.00
N/A
$0.00
N/A
$0.00
N/A
$0.00
N/A
Whether you choose to accept or decline the quote the choice is noted and then date and time stamped
Accept
Decline
Status: Accepted Date/Time:02/03/2026 / 04:19 PM
Terms & Conditions
Privacy Policy
Contact Us
1.0.0
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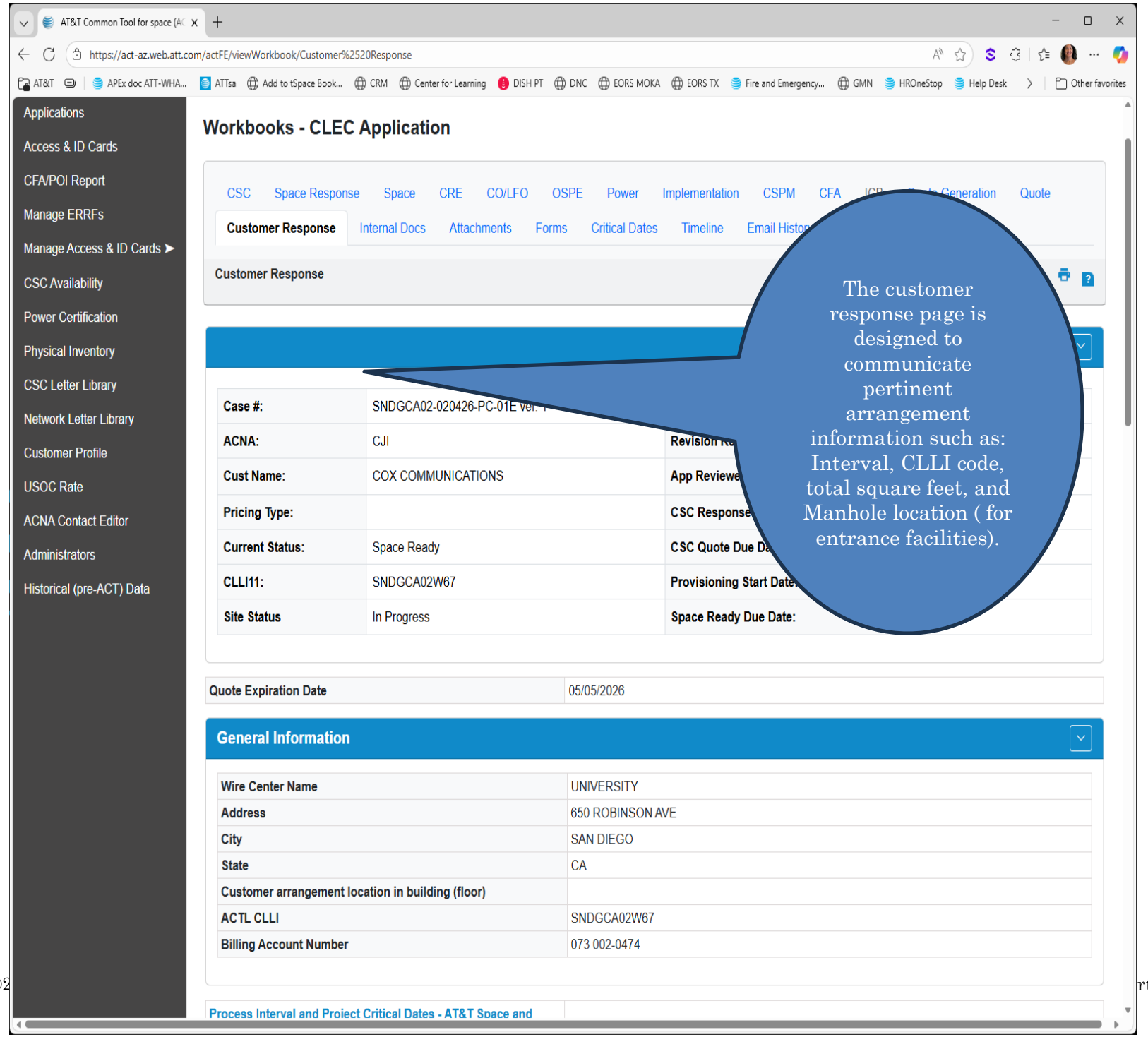
AT&T Common Tool for space (AC
https://act-az.web.att.com/actFE/viewWorkbook/Customer%2520Response
Applications
Access & ID Cards
CFA/POI Report
Manage ERRFs
Manage Access & ID Cards ➤
CSC Availability
Power Certification
Physical Inventory
CSC Letter Library
Network Letter Library
Customer Profile
USOC Rate
ACNA Contact Editor
Administrators
Historical (pre-ACT) Data
Workbooks - CLEC Application
CSC
Space Response
Space
CRE
CO/LFO
OSPE
Power
Implementation
CSPM
CFA
Quote
Customer Response
Internal Docs
Attachments
Forms
Critical Dates
Timeline
Customer Response
Case #:
SNDGCA02-020426-PC-01E
ACNA:
CJI
Cust Name:
COX COMMUNICATIONS
Pricing Type:
Current Status:
Space Ready
CLLI11:
SNDGCA02W67
Site Status
In Progress
Quote Expiration Date
05/05/2026
General Information
Wire Center Name
UNIVERSITY
Address
650 ROBINSON AVE
City
SAN DIEGO
State
CA
Customer arrangement location in building (floor)
ACTL CLLI
SNDGCA02W67
Billing Account Number
073 002-0474
The customer response page is designed to communicate pertinent arrangement information such as: Interval, CLLI code, total square feet, and Manhole location (for entrance facilities).

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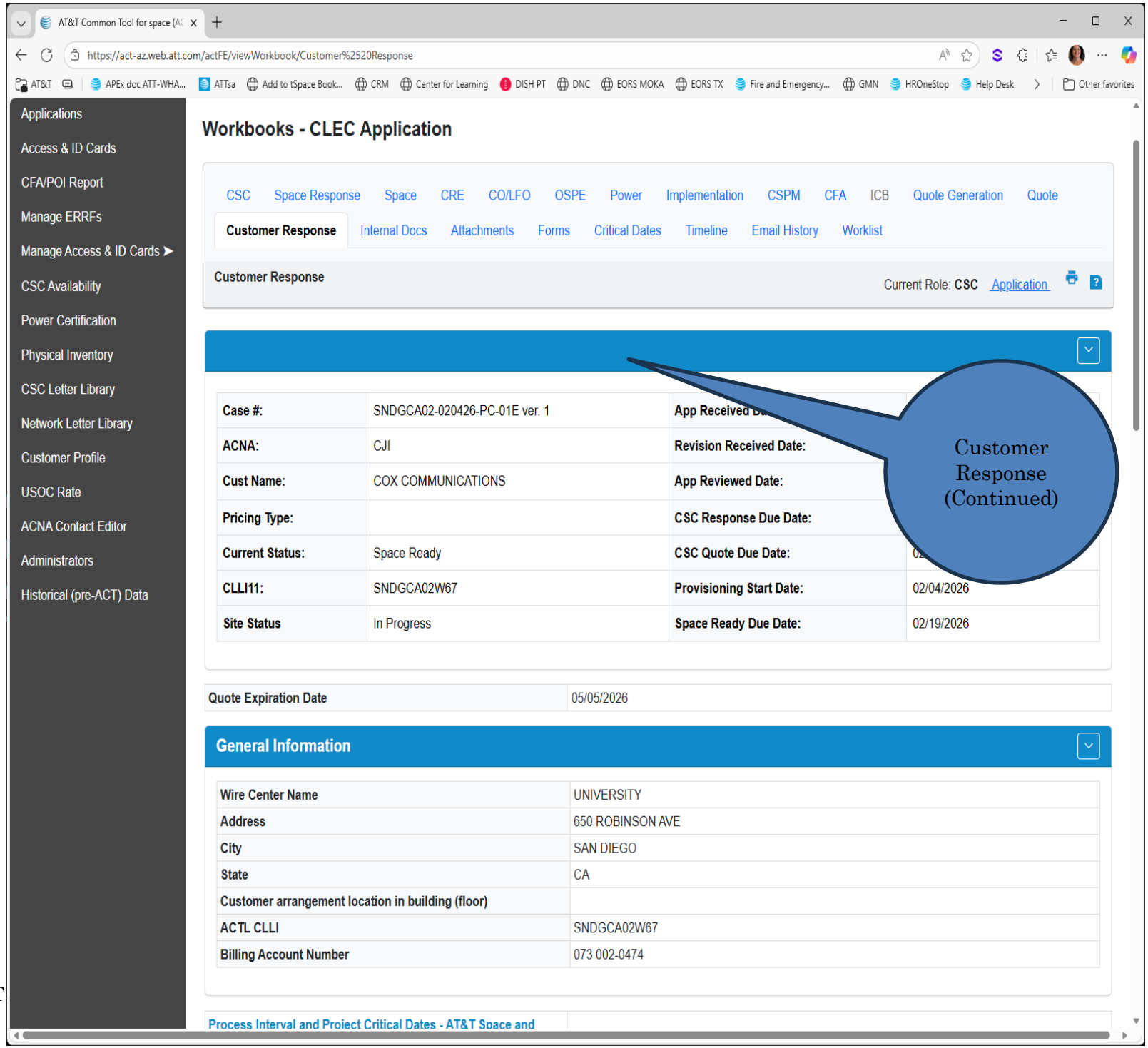
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Applications
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CSPM
CFA
ICB
Quote Generation
Quote
Customer Response
Internal Docs
Attachments
Forms
Critical Dates
Timeline
Email History
Worklist
Customer Response
Current Role: CSC
Application
Case #:
SNDGCA02-020426-PC-01E ver. 1
ACNA:
CJI
Revision Received Date:
Cust Name:
COX COMMUNICATIONS
App Reviewed Date:
Pricing Type:
CSC Response Due Date:
Current Status:
Space Ready
CSC Quote Due Date:
CLLI11:
SNDGCA02W67
Provisioning Start Date:
02/04/2026
Site Status
In Progress
Space Ready Due Date:
02/19/2026
Customer Response (Continued)
Quote Expiration Date
05/05/2026
General Information
Wire Center Name
UNIVERSITY
Address
650 ROBINSON AVE
City
SAN DIEGO
State
CA
Customer arrangement location in building (floor)
ACTL CLLI
SNDGCA02W67
Billing Account Number
073 002-0474
Process Interval and Project Critical Dates - AT&T Space and

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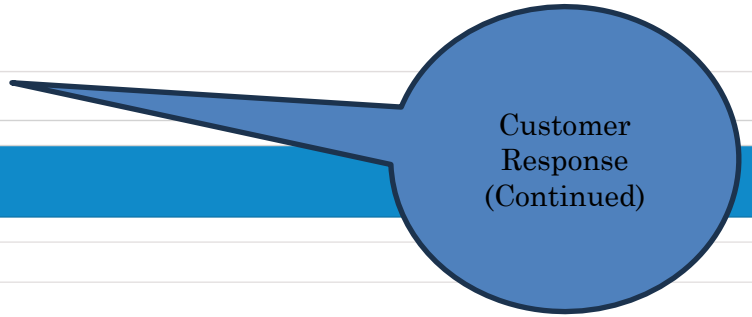
Connecting Blocks & Distributing Frame Assignments

Type of Distribution Frame connecting block or connector to be provided by	N/A
Distribution Frame assignments (shelves, verticals, etc.) for DSO terminations	N/A



Contact Information

CSPM Contact Name	
CSPM Telephone Number	
CO/LFO Contact Name	
CO/LFO Telephone Number	
CO/LFO Pager/Cell Phone	
OSPE Contact Name	
OSPE Telephone Number	
OSPE Contact Email	
OSPE Construction Supervisor Name	
OSPE Construction Supervisor Telephone Number	
OSPE Master Contractor Name	
OSPE Master Contractor Telephone Number	
Local Operations Center (Access Cards)	888-428-8437
Customer Service Center Contact Number	800-579-9446

Remarks

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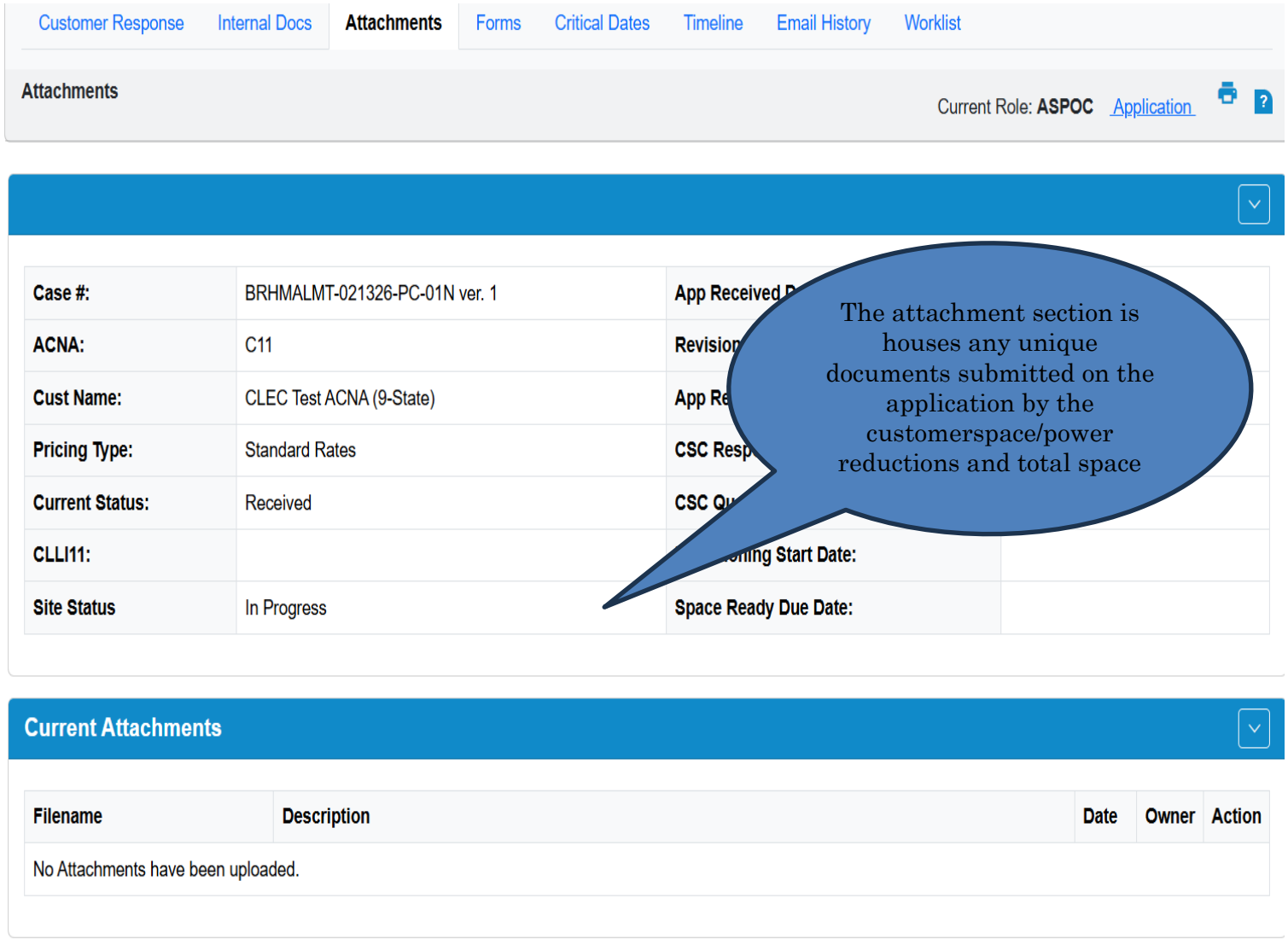

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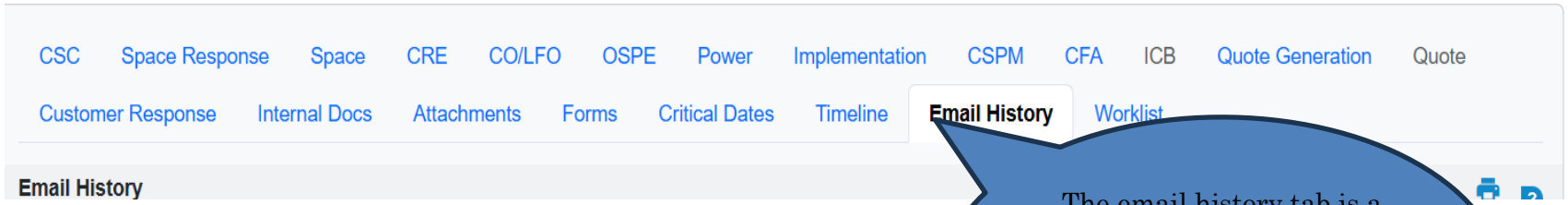
Workbooks - CLEC Application



The email history tab is a repository of all electronic communication from the Collocation Service Center concerning each arrangement.

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Ad Hoc Email

Email History

Send	Subject
02/12/2026 15:29:06	TEST: C11 BRHMALMT-021326-PC-01N ver.1 - Application Submitted - New

Sent: 02/12/2026 @ 03:29:06 PM
To: jm3195@att.com; mp8898@att.com; rj6961@att.com; g04051@att.com
Subject: TEST: C11 BRHMALMT-021326-PC-01N ver.1 - Application Submitted - New

BRHMALMT-021326-PC-01N - Application Submitted - New on 02/13/2026.
Version: 1
Collocator: CLEC Test ACNA (9-State)
ACNA: C11
Application BRHMALMT-021326-PC-01N assigned to null (Unknown)
Current Status: Received

Automated notification from the ACT system.
Changed by sh8670 (SUSIE HILLIS - Superadmin).

AT&T Common Tool for space (ACT): https://act-az.web.att.com/
****** This message has been sent by an auto responder system. Please do not reply to this message. ******

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Should you have any questions concerning the tool's functionality please feel free to contact your appropriate collocation account manager.

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