Joint Use Management Applicant Guide

Revised February 22

Georgia Power

Contents

Joint Use Management System (JUMS)

Course Introduction

Background and Overview

Over the past several years, there has been a significant increase in demand from companies requesting to attach to pole limes in both rural and metropolitan areas. This is partially due to cable television and telecommunications companies installing fiber optic cable to meet business needs. The proceeding documentation outlines Georgia Power's (GPC) pole attachment permitting process.

The Joint Use Management System known as JUMS is a robust online portal to support the pole identification and application process.

This course provides instruction for using JUMS to manage business processes.

Objectives

After reviewing documentation, you will be able to:

- **Request** access to JUMS
- **Identify** the different request types
- **Navigate** JUMS
- **Utilize** JUMS to complete the workflow

Course Introduction

Course Methodology

This documentation provides you with information and experience using JUMS to manage the permit request and workflow process. This guide includes visual Icons as cues to direct your learning.

Visual Icons

Step-by-steps: Provide procedures for tasks covered in the topic.

Activity: Activities to practice what was learned.

Terms: Important terminology and definitions.

Tips: Shortcuts, pointers, or other tips.

Lesson 1: Understanding Joint Use Management (JUMS)

Lesson Overview

Introduction

Georgia Power allows for companies to attach to its poles to help them expand their fiber optic needs. There are several different attachment request types. Georgia Power and the company requesting to attach must comply with FCC regulations, if applicable.

Objectives

At the end of this lesson, you will be able to:

- Understand the steps in Georgia Power's permitting process
- Request access to JUMS
- Describe the different request types

Lesson Topics

- Georgia Power's Permitting Process
- Requesting Access to JUMS
- Request Types
- Lesson Summary

Key Terms

The following key terms are used in this lesson.

Term	Definition
JUMS	Joint Use Management System. The system used to track every attachment request. Provides easy access for GPC and Applicants to track the status of request.
Varasset	Software system used to house JUMS.

Georgia Power's Permitting Process

Permitting Process Overview

Each request must be processed by Georgia Power while adhering to FCC guidelines. GPC has 10 days to review each application and confirm the application process is complete. Each request will follow the permitting process noted below. The applicant will be an active participant in ensuring GPC has the information needed to complete the permitting process.

Permitting Steps:

- Applicant submits electronic permit application.
- Access to JUMS is provided after applicant signs an agreement.
- On a new request/Fully engineered, the engineering is completed by GPC.
- Applicant is provided with an estimate of costs and work directives for fully engineered request.
- Once Applicant Review Task is advanced to Approve and payment is received, the request goes to GPC construction to perform Electric Space Make Ready.
- Applicant needs to coordinate with other attaches that have pending work on this request and verify when completed.
- After completion of communication make-ready an inspection confirms compliance.
- A provisional permit is provided and the applicant will get the "install" task to install their new facilities.
- After install, applicant needs to advance "Install" task.
- Post inspection is performed.
- If no space change or noted violations then there are no billing changes.
- Request is reconciled and closed.

Requesting Access to JUMS

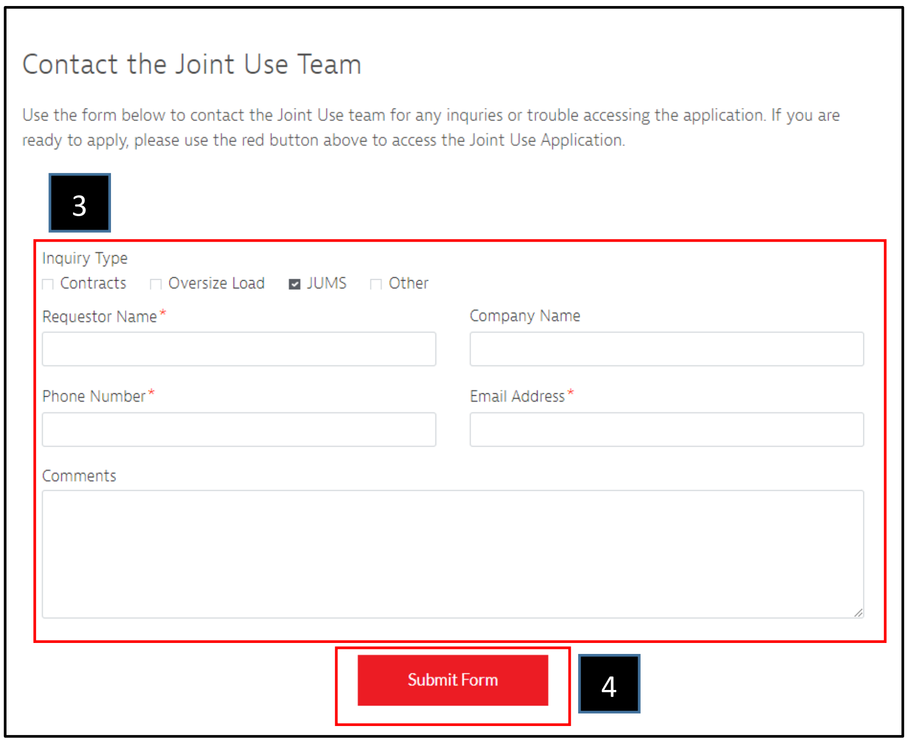
Requesting Access Overview

To enter an application, request the user will need to request access to the JUMS application. The documentation will cover the two ways that a user may request access.

Requesting JUMS access through the GPC webpage

Step 1: Open your web browser and navigate to the link below, https://www.georgiapower.com/business/industry-services/pole-attachments.html

Step 2: Scroll down to the section that says Contact the Joint Use Team.



Step 3: Select JUMS and enter the required information along with any additional information in the comments.

Step 4: Select Submit Form.

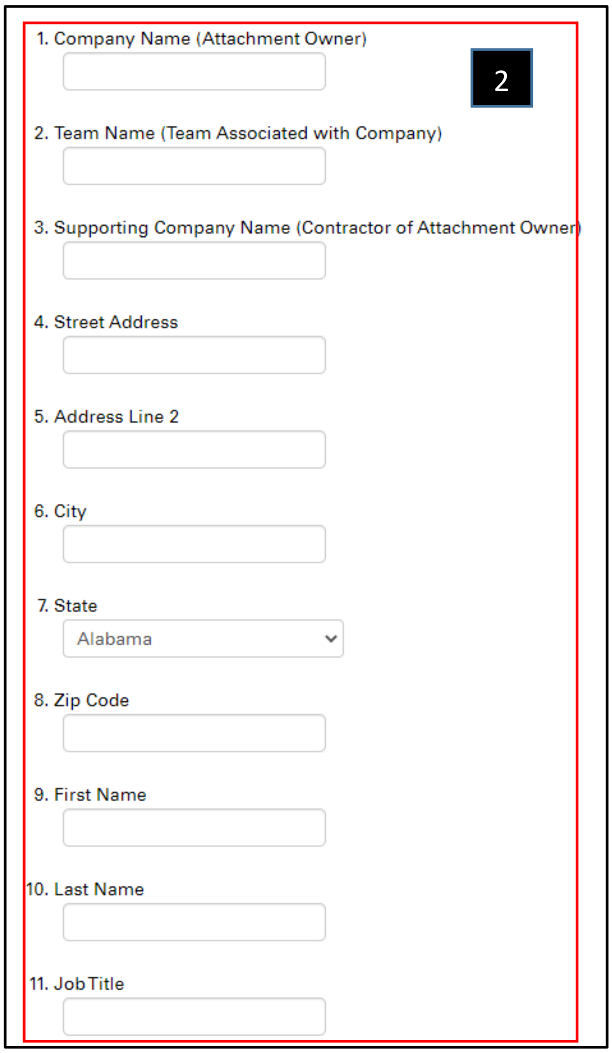
Note: For JUMS telephone support dial 404-506-2255.

Requesting JUMS access through MOBI

Step 1: Open your web browser and navigate to the link below,
https://mobi.southernco.com/Joint-Use/Home

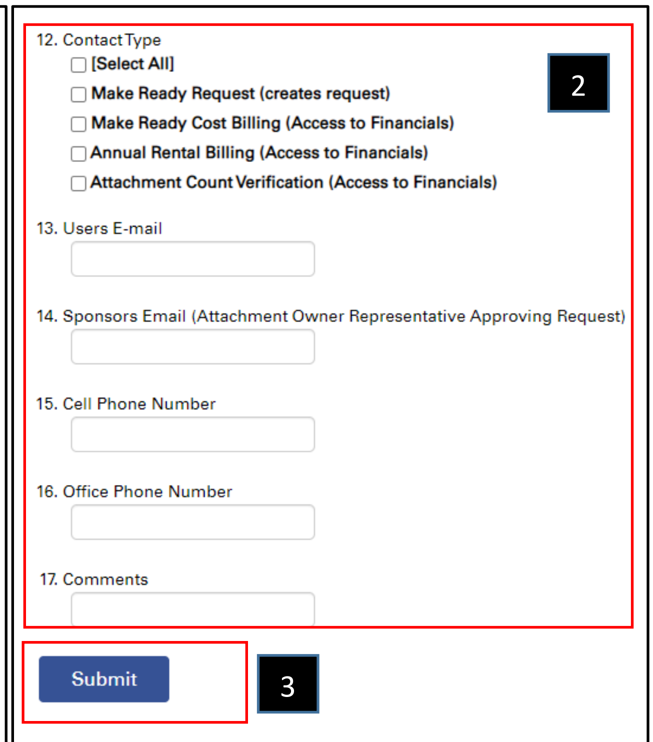
Step 2: Complete the information on the screen.

Step 3: Select Submit.



2

1. Company Name (Attachment Owner)
2. Team Name (Team Associated with Company)
3. Supporting Company Name (Contractor of Attachment Owner)
4. Street Address
5. Address Line 2
6. City
7. State
Alabama
8. Zip Code
9. First Name
10. Last Name
11. Job Title



2

12. Contact Type
- [Select All]
- Make Ready Request (creates request)
- Make Ready Cost Billing (Access to Financials)
- Annual Rental Billing (Access to Financials)
- Attachment Count Verification (Access to Financials)

13. Users E-mail
14. Sponsors Email (Attachment Owner Representative Approving Request)
15. Cell Phone Number
16. Office Phone Number
17. Comments

Submit

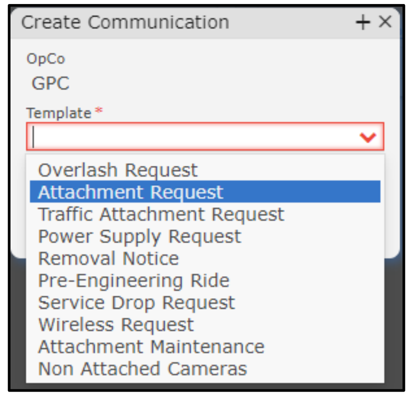
3

Request Types

Request Type Overview

There are a variety of reasons a company may need to submit a request to attach to a GPC pole. The user will need to select the appropriate request type in order to ensure a proper and timely workflow.

Request Types



1. Overlash Request- Jointly engineered
   Request to Overlash to an existing fiber/cable on the pole
2. New Attachment request – Fully engineered
   Request to install a new fiber or cable attachment
3. Traffic Attachment Request – Fully engineered
   Request for new traffic attachment
4. Power Supply Request – Fully engineered
   Request for CATV power supply (non-metered)
5. Removal Notice – Jointly engineered
   Notification that you are removing facilities from selected locations
6. Pre-Engineering Ride – Fully engineered
   Request for a ride out to see which location are best for new attachment of facilities (camera, antenna, Shotspotter)
7. Service Drop Request – Jointly engineered
   Request for a service drop (going from pole to structure)
8. Wireless Request – Fully engineered
   Request to install a wireless device that will need energized (I.E., camera, antenna, ShotSpotter)
9. Attachment Maintenance – Jointly engineered
   Request to upgrade existing facilities from selected locations
10. Non-Attached Cameras – Fully engineered
    Request for power to a wireless device on a customer owned pole

OTMR Attachment Request

Request to complete all needed make ready and install new attachments. (Must have transfer agreements, must not include any complex work)

Lesson Summary

- Georgia Power allows for companies to attach to its poles to help television and telecommunication companies expand their fiber optic needs.
- Varasset is the online portal that supports JUMS and the online workflow management process.
- As an applicant, you will need to request access to JUMS.
- Applicants have a variety of needs when attaching to a GPC pole, therefore the user must know which request type to submit to ensure a timely and proper workflow (see list on page 10).

Lesson 2: Navigating JUMS

Lesson Overview

Introduction

JUMS is a robust online portal used to support the pole identification and application request process. The applicant will submit requests and maintain the workflow in the JUMS portal.

Objectives

At the end of this lesson, you will be able to:

- Launch JUMS
- Navigate the Dashboard

Lesson Topics

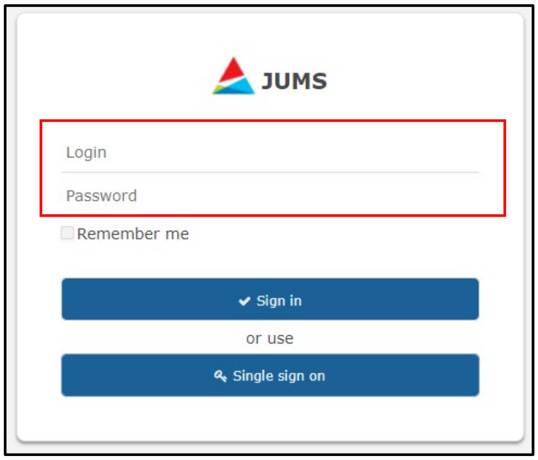
- How to Launch JUMS
- Navigating the Dashboard
- Lesson Summary

How to Launch JUMS

Step 1: Open browser and enter URL https://sojointuse.southernco.com/SoJointUse

***Note: The JUMS application performs best while using Chrome or Edge. Do not use Internet Explorer.**

Step 2: Enter your log in information and select sign in



The applicants log in information would have been provided after requesting access from GPC. If the applicant does not have log in information please reference Lesson 1.

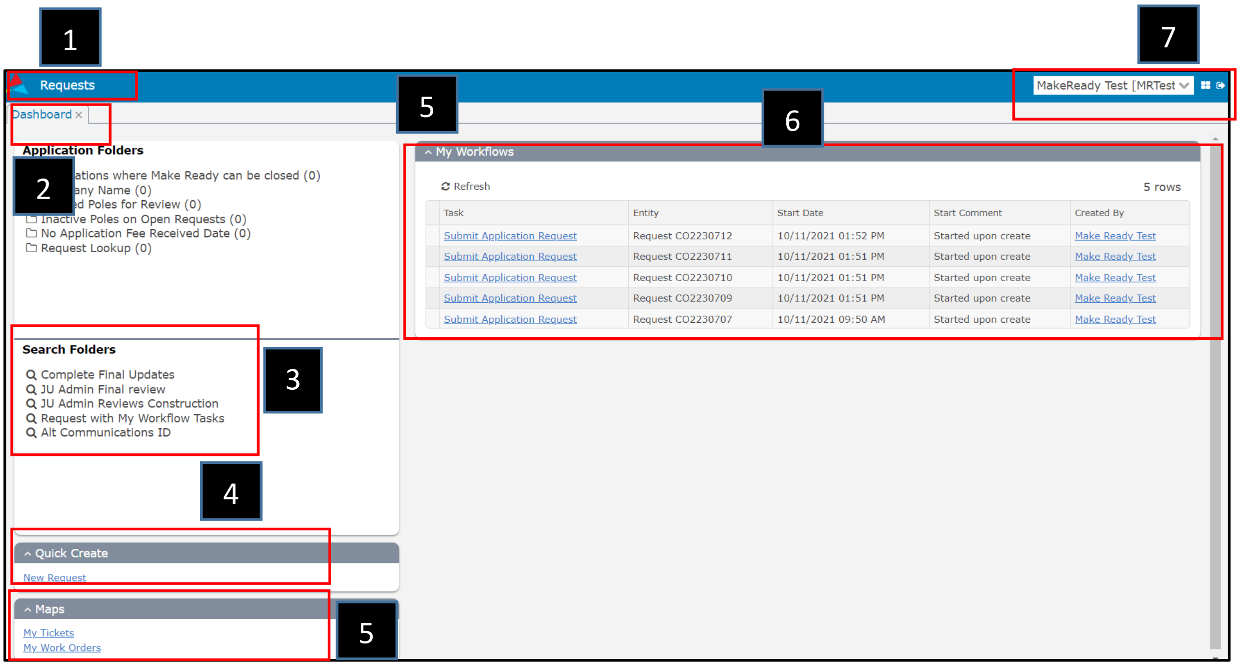
Step 3: Select Sign In. Do not use the Single sign on option.

Navigating the Dashboard

The Dashboard

When the applicant logs into JUMS they will be greeted with a Dashboard.

The Dashboard is the applicant's "home" page where new requests can be submitted, workflows in progress can be reviewed and updated, completed applications can be viewed and billing information can be accessed.



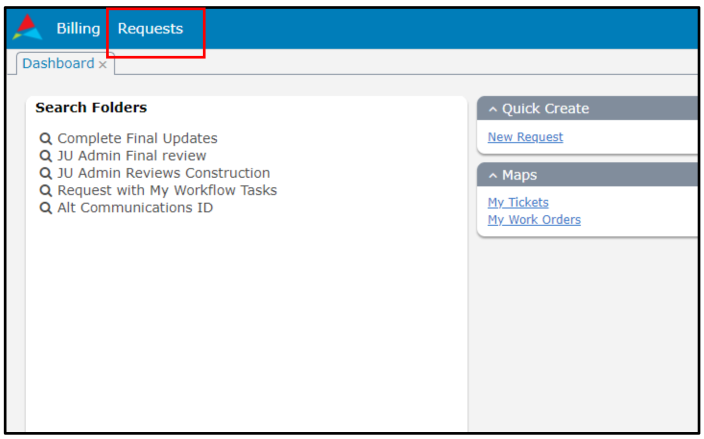
- **Requests:** View existing request information and browse workflows
- **Dashboard:** The applicant can have multiple tabs open at one time. This allows the user to know which tab they are viewing
- **Search Folders:** Quick access folders for the user to search for specific data
- **Quick Create:** Create new requests
- **Maps:** Tickets and work orders
- **My Workflows:** Existing workflow list of requests where a task is assigned to applicant to review and advance
- **User:** View user log in name and log out button

Requests

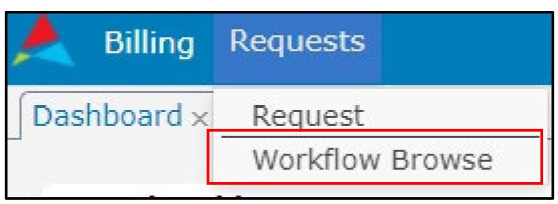
The Requests option at the top left of the Dashboard houses a plethora of information under Workflow Brose in regards to existing requests. This window allows the user to easily search the requests and view the workflows.

When the window opens the user will be able to view the requests available to them. From this window, the user can easily filter and search for application requests by different variables, such as Communication ID, where the request is in the workflow, Alt Communication ID, etc. When filtering and searching requests, user have the ability to use predefined filters or create their own custom filters.

Step 1: Select Requests at the top of the screen.

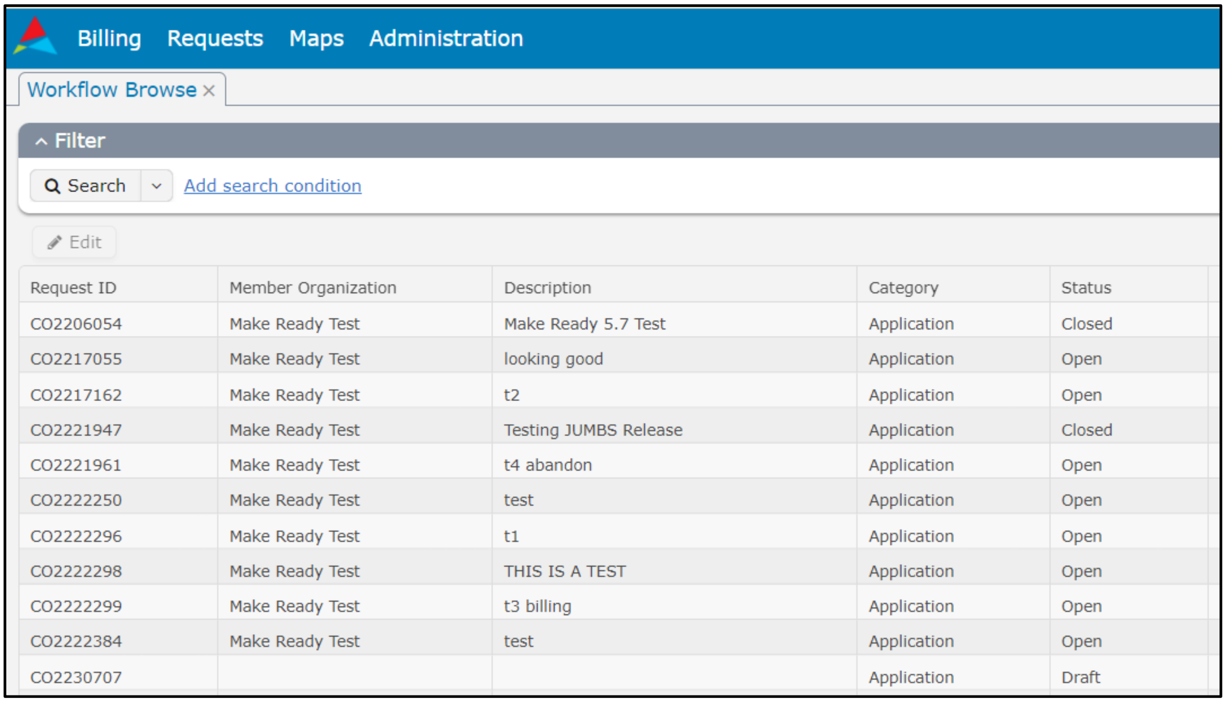


Step 2: Select Workflow Browse.



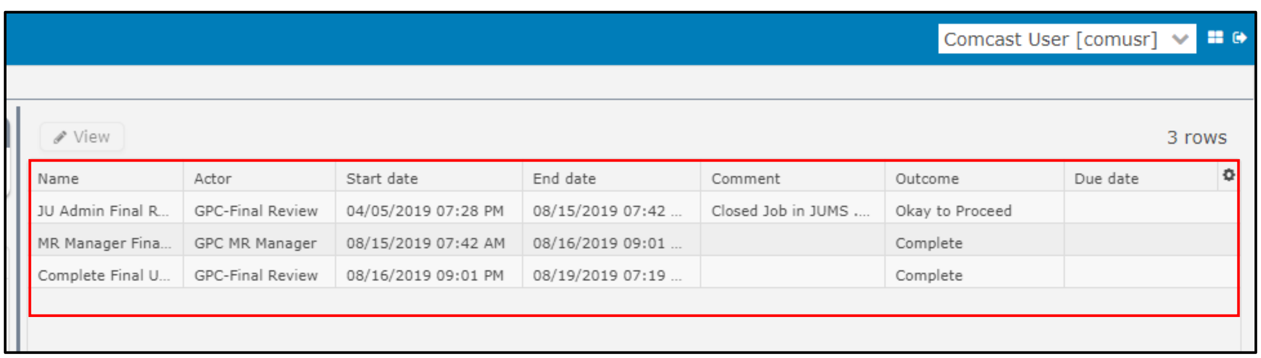
Workflow Browse

Step 3: When the window opens the user will view a table with the application requests. The user will view information for the application highlighted.



Request ID	Member Organization	Description	Category	Status
CO2206054	Make Ready Test	Make Ready 5.7 Test	Application	Closed
CO2217055	Make Ready Test	looking good	Application	Open
CO2217162	Make Ready Test	t2	Application	Open
CO2221947	Make Ready Test	Testing JUMBS Release	Application	Closed
CO2221961	Make Ready Test	t4 abandon	Application	Open
CO2222250	Make Ready Test	test	Application	Open
CO2222296	Make Ready Test	t1	Application	Open
CO2222298	Make Ready Test	THIS IS A TEST	Application	Open
CO2222299	Make Ready Test	t3 billing	Application	Open
CO2222384	Make Ready Test	test	Application	Open
CO2230707			Application	Draft

Step 4: Once a request is highlighted, the workflow will appear to the right side.



Name	Actor	Start date	End date	Comment	Outcome	Due date
JU Admin Final R...	GPC-Final Review	04/05/2019 07:28 PM	08/15/2019 07:42 ...	Closed Job in JUMS	Okay to Proceed	
MR Manager Fina...	GPC MR Manager	08/15/2019 07:42 AM	08/16/2019 09:01 ...		Complete	
Complete Final U...	GPC-Final Review	08/16/2019 09:01 PM	08/19/2019 07:19 ...		Complete	

Lesson Summary

When the user initially logs into JUMS they will view the Dashboard. If the user would like to view more requests and view where they are at in their workflow, the user can select the Requests > Workflow Browse. It is important for users to keep track of the applications' statuses and update as needed. To comply with FCC regulations, if the applicant has not completed attachment within 120 days from request, the applicant will need to re-permit unless an extension is asked for and granted prior to. Viewing the applications in the Workflow Browse window allows the user to easily identify applications that may be nearing the deadline. Another important note is to advance your task when you have one assigned to you.

Activity Review

We want to search for applications that have a specific Alternate Communications ID.

1. Log into the JUMS application
2. Select Requests > Workflow Browse
3. Select Add Search Condition
4. Select Alt Communication ID
5. Type the Alt Communication ID you are looking for in the search box and hit Search or Enter on your key board

Lesson 3: Creating a Request

Lesson Overview

Introduction

Once an applicant is granted access to JUMS they may log in and create a request to submit. There are several different request types for the user to choose from. These request types will follow a unique workflow that can be tracked throughout the lifecycle in JUMS.

Objectives

At the end of this lesson, you will be able to:

- Create a new request
- Select assets for the request
- Enter information need for request to be processed
- Advance the workflow

Lesson Topics

- Create an Attachment Request
- Lesson Summary

Term	Definition
New Attachment Request	Request to install a new Fiber or Cable attachment. These requests are fully engineered.

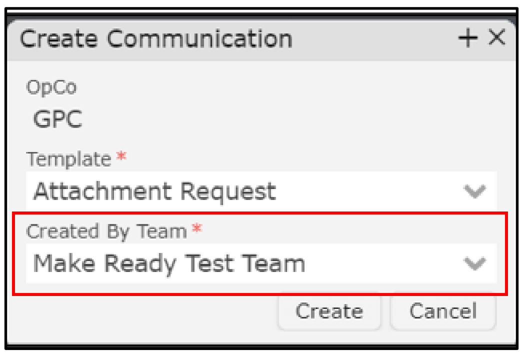
Create an Attachment Request

Request type

There are 10 different request types to choose from in JUMS. This lesson will go through the steps of an Attachment Request.

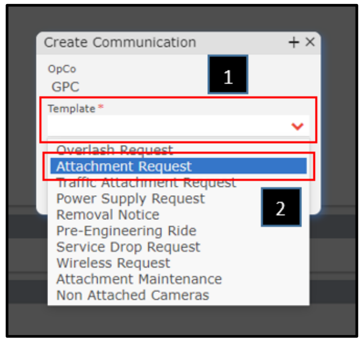
Step 1: Select New Request on the Dashboard

Step 2: Select appropriate team

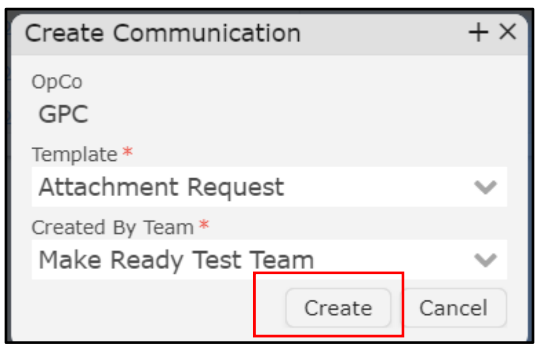


This lesson assumes the user is already logged into the software. If you need assistance logging in please refer to the previous lesson.

Step 3: Select the Template drop down and choose Attachment Request



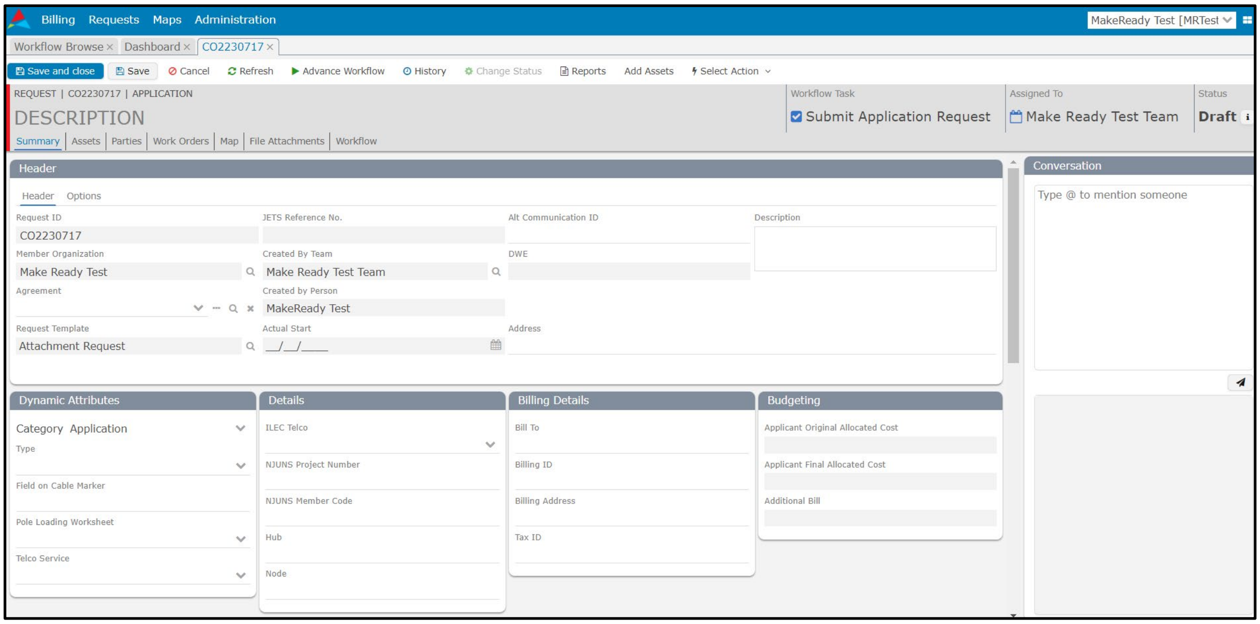
Step 4: Select Create



- If the * appears next to a data box, drop down menu, etc. It means the field is REQUIRED to move forward.
- Selecting the Team is particularly important when the user is on multiple teams.

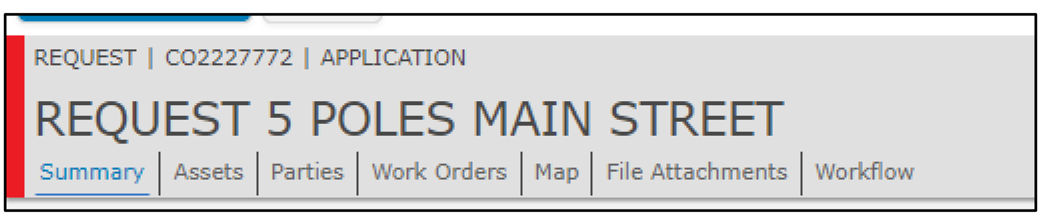
Entering Request Details

When a request is created, the software will bring you to a new window which will be used to enter all of the information associated with the request.

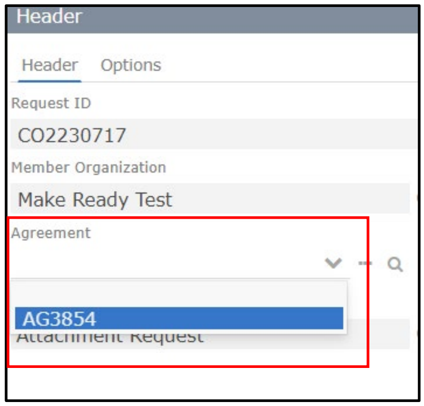


Step 4: Enter the application's Description. When entering information into the request DO NOT use special characters.

Once the description is entered into the above field, the Description on the top left of the application will also be updated



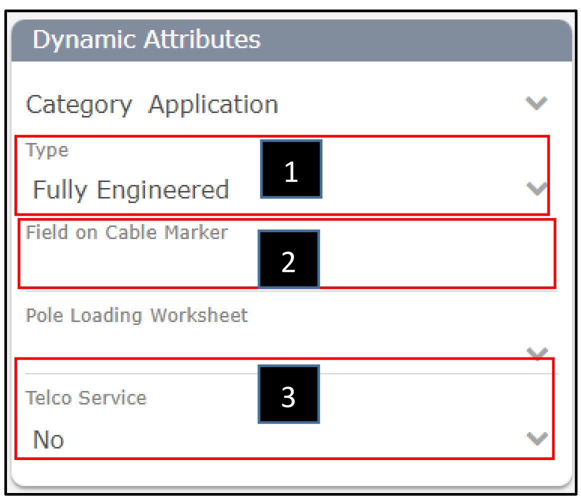
Step 5: Select the Agreement drop down and choose the appropriate option



- SP = Standard Pole, WA = Wireless Addendum, PCB = Pole Count

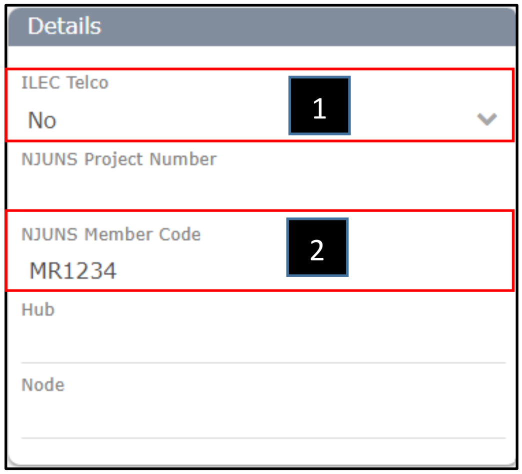
Step 6: Navigate to the Dynamic Attributes

1. Select the Type drop down and choose Fully or Jointly engineered – New attachments will be Fully Engineered
2. Enter the Field on Cable Marker
3. Select the drop down for Telco Service and select Yes (if this attachment will provide phone service) or No – The applicant will select Yes if the request is to provide telco services

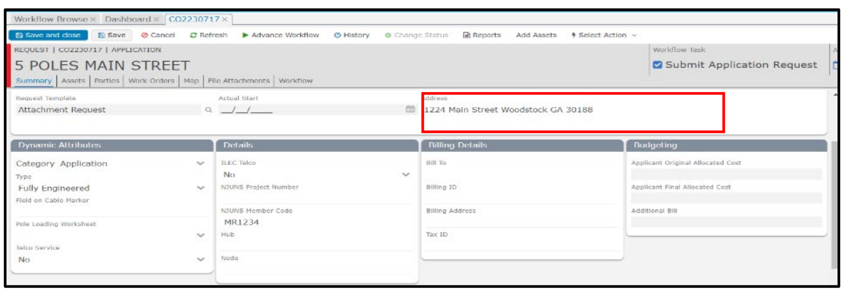


Step 7: Navigate to the Details

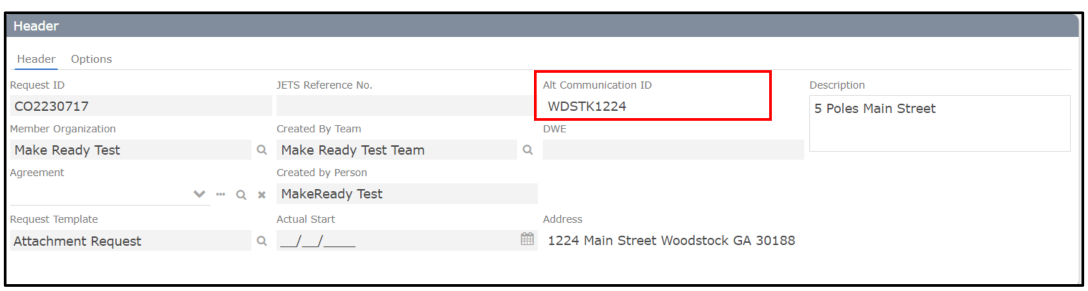
1. Select the ILEC Telco drop down and choose Yes if you are the Incumbent Local Exchange Carrier otherwise select No
2. Enter the NJUNS Member Code



Step 8: Enter the address on the header of the Summary page



Step 9: Enter the Alt Communication ID (not required)

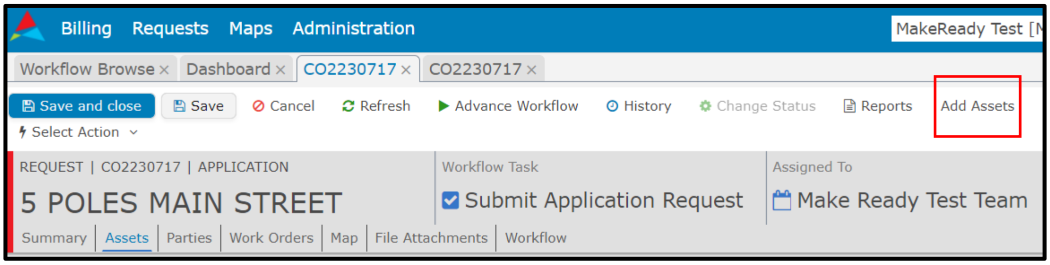


Reminder: Do not use any special characters in Address, Alt Communication ID or Description fields. ALT Communications ID is the applicant's identifier

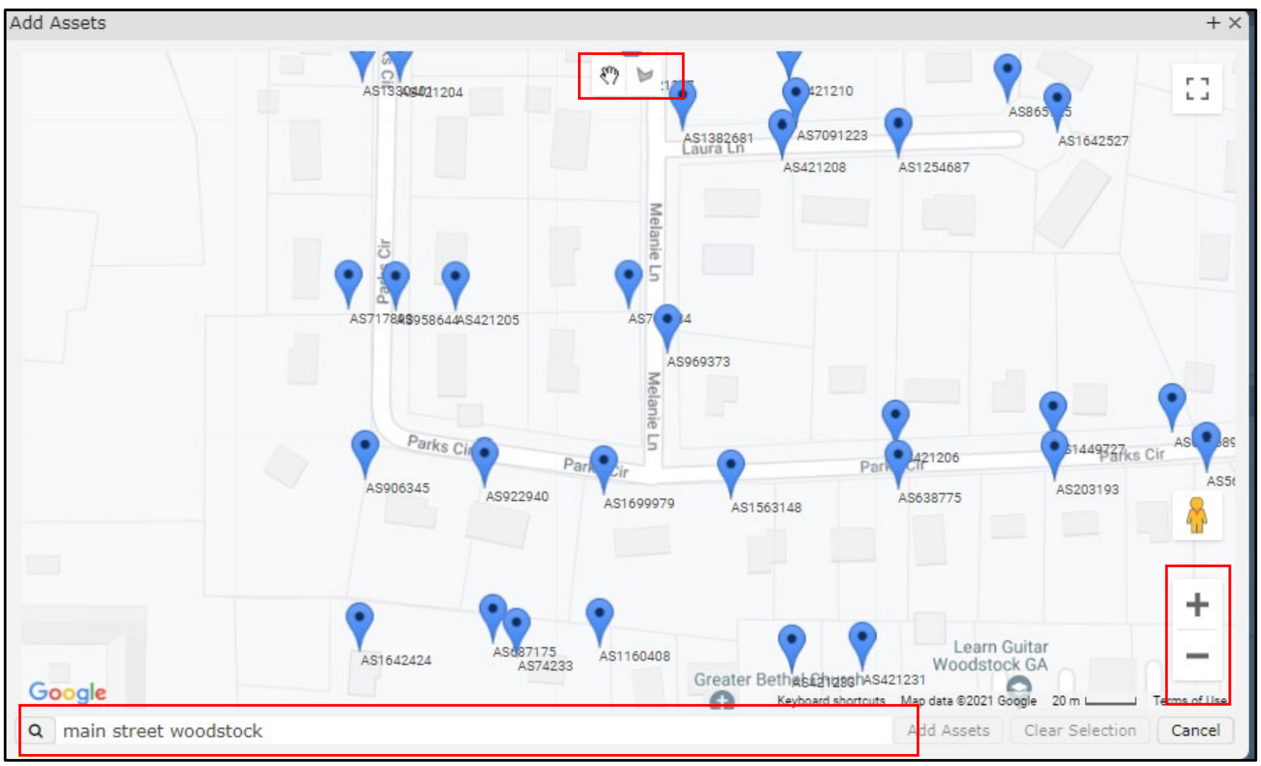
Selecting Assets

The applicant will need to select the asset(s) being requested to attach to.

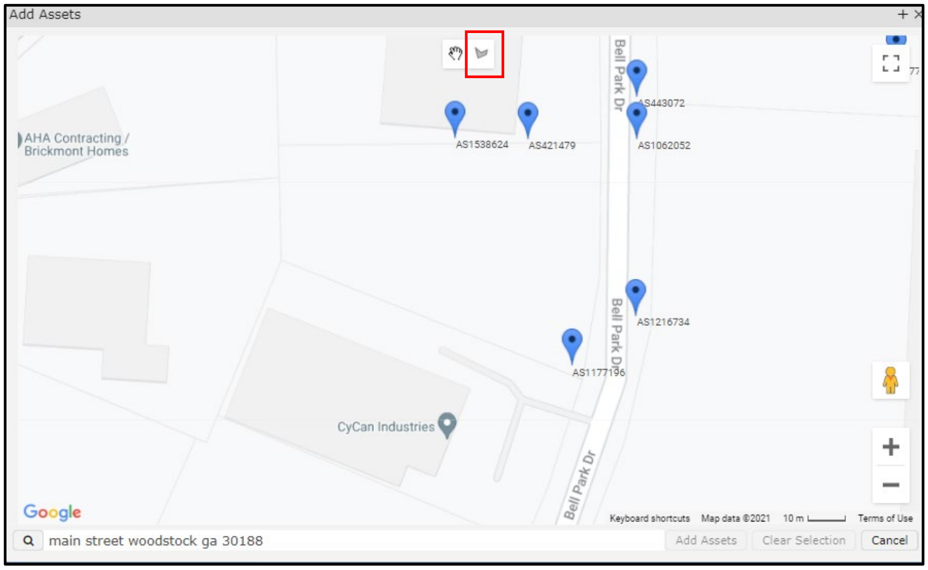
Step 9: Select Add Assets



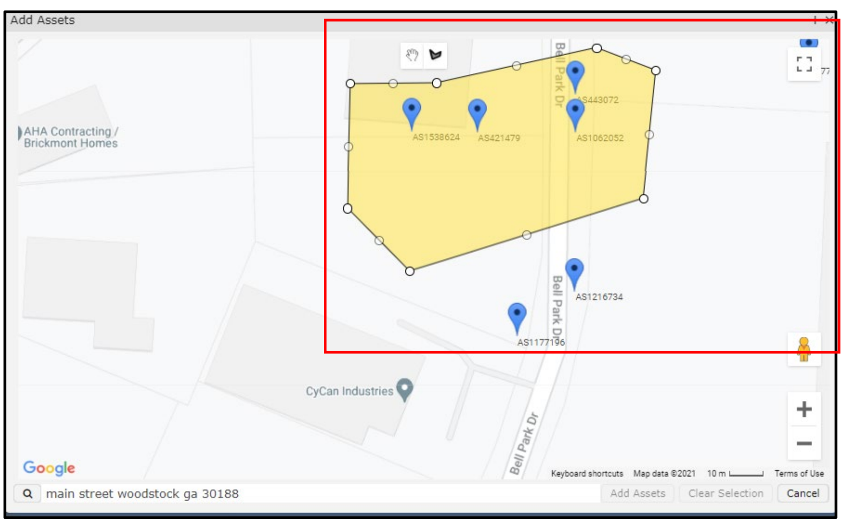
Step 10: The applicant will be able to view the assets in a map view. To view the assets in a particular area, enter the address. The user may click the + or – options on the right side of the map to zoom in or out. Notice the two icons at the top center the Hand is used for panning and the polygon is used to click around desired poles. * The blue icons on the screen are the assets



Step 11: After the user has zoomed into the desired area, select the polygon at the top of the map



Step 12: Use the plus icon to click around the asset(s) till you have them all enclosed by clicking the last and first dot together and the selected poles will be in a yellow highlighted area – the applicant may choose multiple assets (150 max)

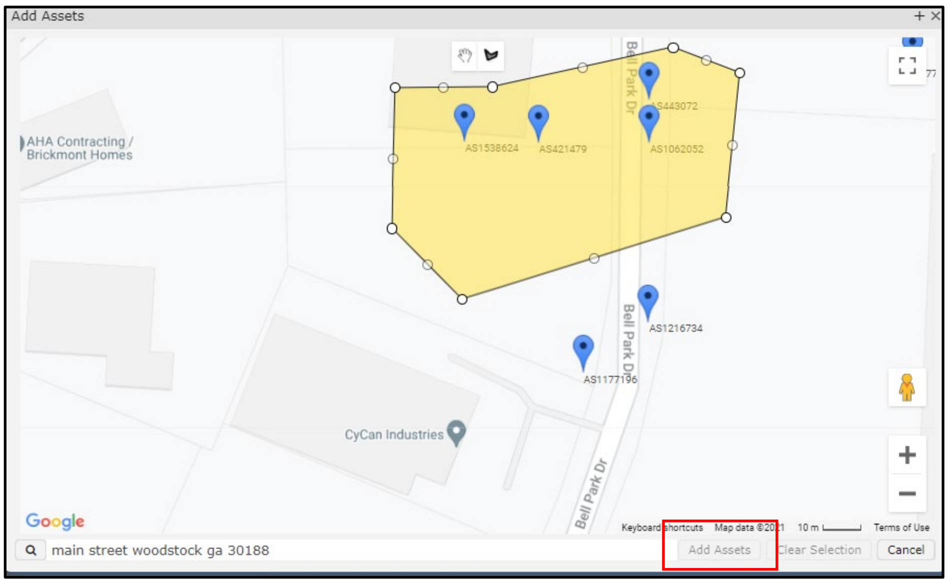


Georgia Power

Tips for selecting assets on the map

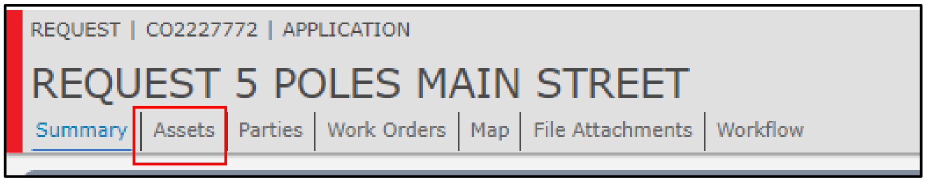
- Make sure the base of the pins for the assets being selected are included in the highlighted area
- The perimeter of the highlighted area can be moved by selecting on the dots outlining the area and dragging them
- Make sure all highlighted poles are being displayed on the screen

Step 13: Select Add Assets



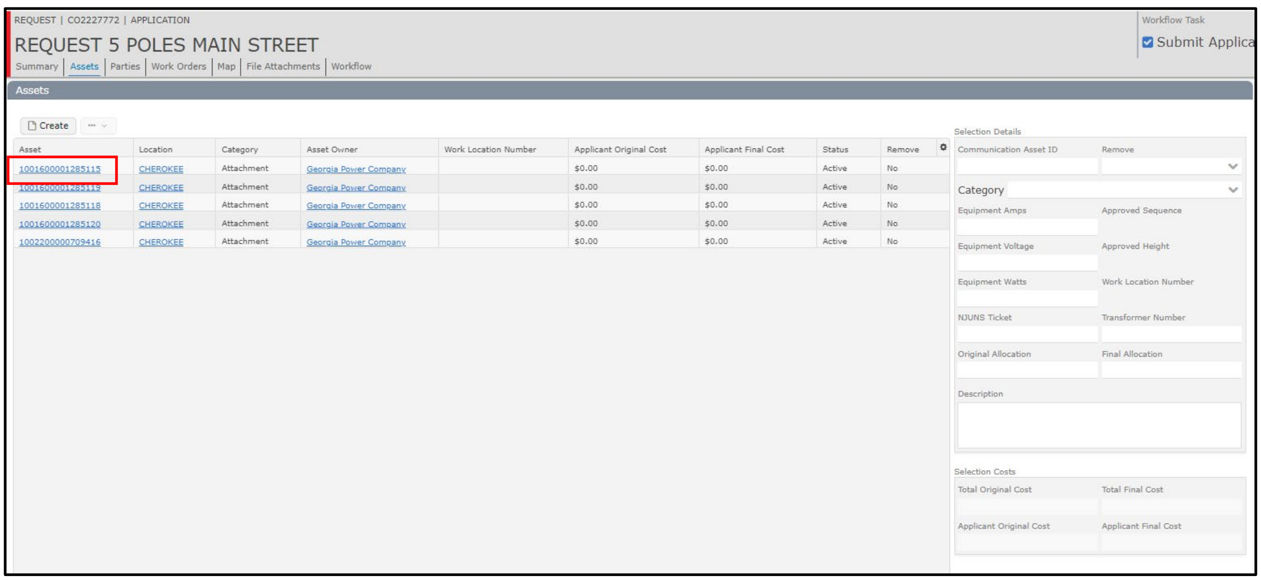
Reviewing Assets and Adding Supporting Details

Step 14: To view the assets that were added to the request, select Assets



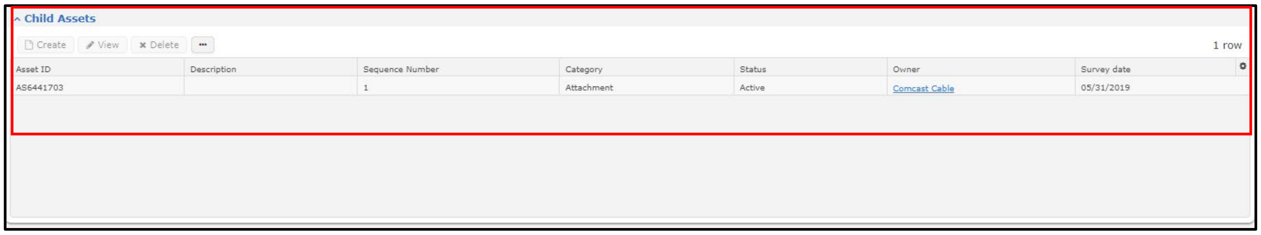
From the below screen the user will be able to view details for each asset that has been selected.

Step 15: To view more information. The user may select on the Asset ID to display information about the child assets

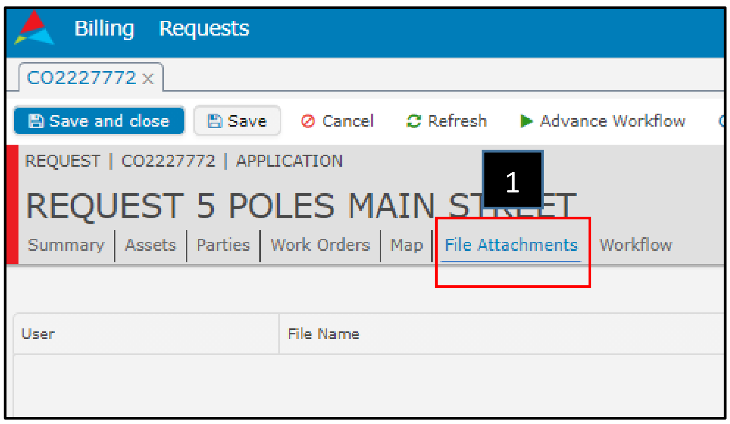


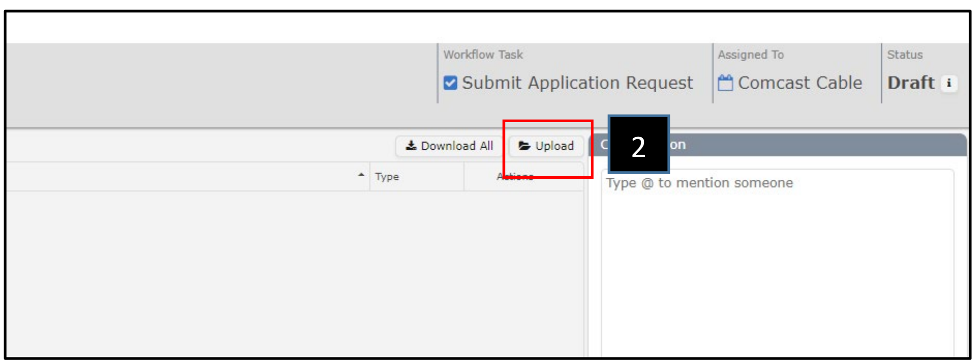
An applicant may want to check if a company is already attached to the pole selected. Once the asset is selected (above) the user will be able to view this data.

Step 16: Scroll down and view the Child section



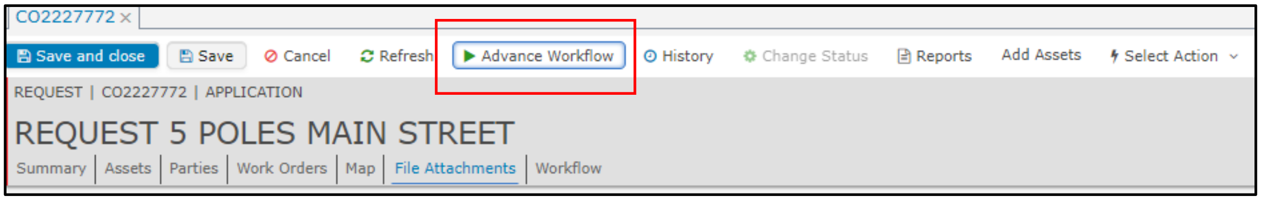
Step 17: Select File Attachments and upload the design map and/or photos



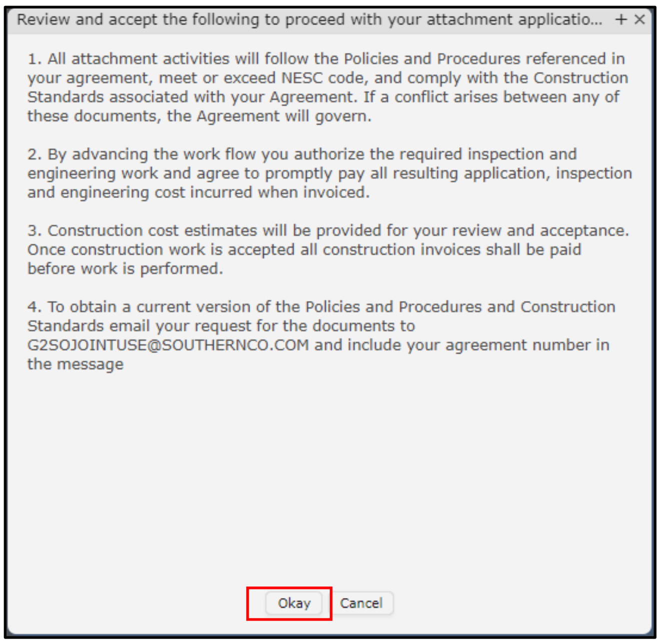


After the applicant has completed all of the required information and uploaded the appropriate documents, the workflow will be progressed forward.

Step 18: Select Advance Workflow



Step 19: Review the instructions then select Okay

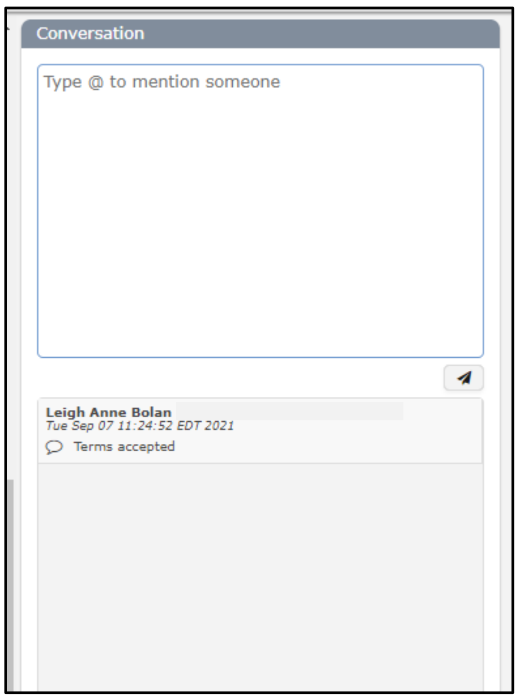


If the workflow cannot be advanced due to missing information the applicant will get a notice in the software

Lesson Summary

There are different request types for a user to choose from, Overlash, Attachment, Traffic Assessment, Power Supply, Removal Notice, Pre-Engineering Ride, Service Drop, Wireless, Attachment Maintenance, Non-Attached Cameras. Each one of these request types will have a custom work flow process. This lesson covered the Attachment Request process. Once the workflow is advanced Georgia Power will begin its process. The workflow will circle back to the applicant at a later date.

To receive a status update, the applicant can always use the chat boxes within JUMS.



Lesson 4: Applicant Review

Lesson Overview

Introduction

After the applicant submits a request (fully engineered), the request will be processed by Georgia Power and reviewed by engineering. The application will then make its way back to the customer for applicant review.

Objectives

At the end of this lesson, you will be able to:

- Understand the Applicant Review stage of the workflow in JUMS

Lesson Topics

- Applicant Review Process
- Lesson Summary

Applicant Review Process

After the application is submitted, it will be reviewed by Georgia Power and the engineer. Based on their assessment, the application could be progressed through the workflow without any issues or they could make recommendations for changes to the application. The applicant will be able to review this information once the workflow is returned to them.

Step 1: From the dashboard under My Workflows, select on the request. The Task will be **Applicant Review**

My Workflows

Refresh 7 rows

Task	Entity	Start Date	Start Comment	Created By
Applicant Review	Request CO2230717	10/17/2021 08:30 AM	Started upon create	Make Ready Test
Submit Application Request	Request CO2230716	10/14/2021 07:46 AM	Started upon create	Make Ready Test
Submit Application Request	Request CO2230712	10/11/2021 01:52 PM	Started upon create	Make Ready Test
Submit Application Request	Request CO2230711	10/11/2021 01:51 PM	Started upon create	Make Ready Test
Submit Application Request	Request CO2230710	10/11/2021 01:51 PM	Started upon create	Make Ready Test
Submit Application Request	Request CO2230709	10/11/2021 01:51 PM	Started upon create	Make Ready Test
Submit Application Request	Request CO2230707	10/11/2021 09:50 AM	Started upon create	Make Ready Test

Step 2: Review the Applicant Original Allocated Cost field.

Budgeting

Applicant Original Allocated Cost

$430.00

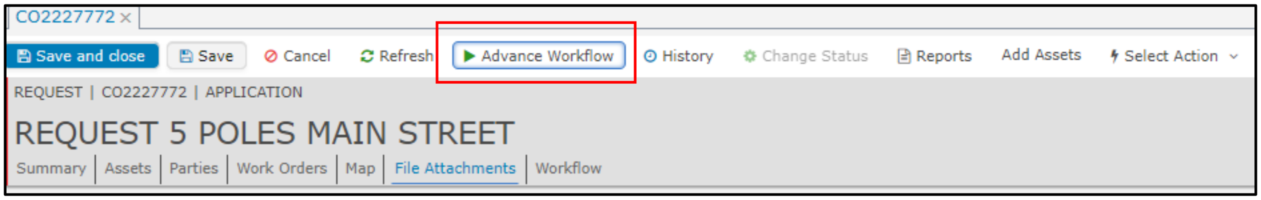
Applicant Final Allocated Cost

$0.00

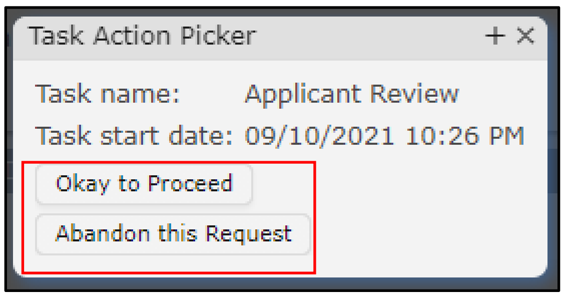
Additional Bill

$0.00

Step 3: Select Advance Workflow



Step 4: If the Applicant cost is approved, select Okay to Proceed. If this Applicant cost is not approved, Abandon this Request. If the request is abandoned the applicant will add a comment noting why the request was abandoned.



- If *Okay to Proceed* is selected, an invoice is created, the applicant **will be billed** for the **Applicant Original Cost**
- If *Abandon this Request* is selected, request will go to Post Inspection, the applicant **will be billed** for any **Engineering Cost & any noted Violations**

Lesson Summary

After a fully engineered application is submitted, the request will go through a review by Georgia Power, including an engineering review. This review ensures the poles are suitable for the request and all applicable information is entered into the request. If the application needs changes and the costumer is not willing to accept those changes, the request can be abandoned.

Lesson 5: Applicant Performs Make Ready

Lesson Overview

Introduction

Applicant performs make ready task, this is where the applicant coordinates with others that may have pending work to make room for their attachment or to clear noted violations.

Objectives

At the end of this lesson, you will be able to:

- Ensure the pending work that need to be completed by others are performed
- Advance the workflow

Lesson Topics

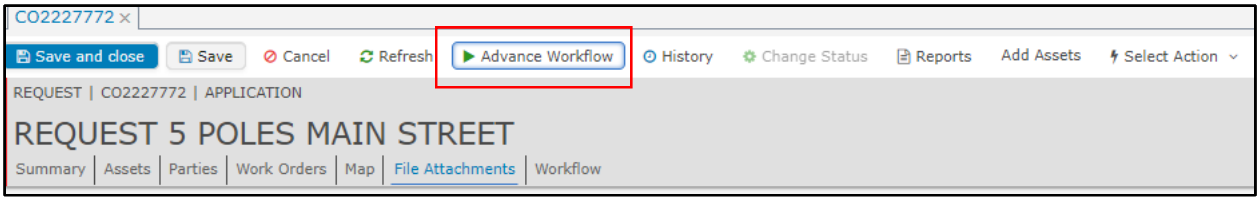
- Applicant Performs Make Ready
- Lesson Summary

It is important to note, your install **cannot** be started on the pole at this point

Applicant Performs Make Ready

The applicant will need to select the appropriate request from the Workflows table on the dashboard screen. The applicant needs to coordinate with others who have pending work listed on the work directives to ensure this work is performed before the provisional permit is issued for install.

Step 1: Select Advance Workflow



Lesson Summary

In this portion of the workflow, the applicant performs make ready task, this is where the applicant coordinates with others that may have pending work to make room for their attachment or to clear noted violations. It is important to note that this is NOT the time for applicants to start their install on the pole.

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Lesson 6: Applicant Performs Install

Lesson Overview

Introduction

After the request has been reviewed and approved by manager to install, the applicant can then begin the installation process.

Objectives

At the end of this lesson, you will be able to:

- Advance the workflow beyond Applicant Performs Install

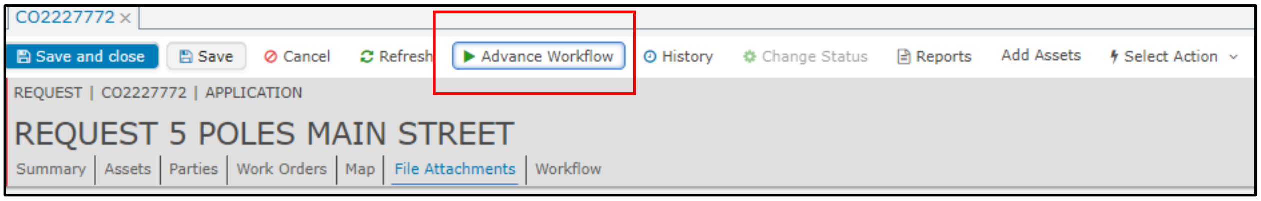
Lesson Topics

- Applicant Performs Install
- Lesson Summary

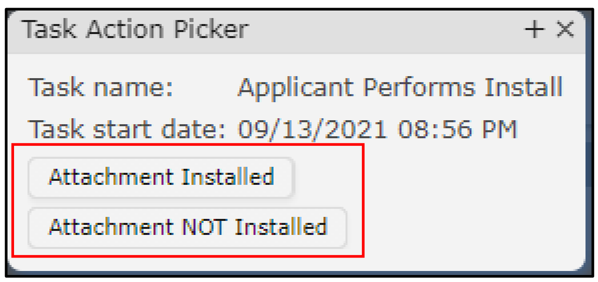
Applicant Performs Install

The applicant will need to select the appropriate request from the Workflows table on the dashboard screen.

Step 1: Select Advance Workflow



Step 2: If the installation is complete, select Attachment Installed - If the installation is not complete, select Attachment NOT Installed



Lesson Summary

Once the applicant gets to this phase the request has been reviewed, approved and is ready for the applicant to begin work on the pole. When the applicant advances the workflow, they will need to indicate if the installation is complete or is not complete.

After the applicant performs the installation and please advance the workflow is advanced, the request will go to post inspection and to be reviewed by Georgia Power. If here are violations found, the applicant will need to correct the violations (could be additional charges if major scope change).

The applicant will need to make sure the installation is completed within 60 days of being permitted. Prior to 60 days, the applicant may request an extension from Georgia Power. If the installation goes beyond 60 days, without requesting an extension, the applicant will need to submit a new request.

This is the last step in the application request process in JUMS for the applicant unless Violations are noted during the Post Inspection. The you will get a Remedy Violation task/notification.

Appendix

Frequently Asked Questions

What is the status of my request?

Please go into the request first and see what pending task show in the top right corner. Then @ message that team or person under conversation asking for status.

Is NJUNS the same as JUMS?

No, JUMS is Joint Use Management System and NJUNS is National Joint Utilities Notification System.

Note: When engineering or post inspection is complete the Engineering firm will have the JUMS work directives per request the NJUNS project # and the NJUNS ticket # per pole.

How do I see or pay an invoice?

1. Do Not send payment based on the cost letter
2. IF the make ready request is in the "Applicant Review" step you must accept or deny the application cost.
    a. You accept the cost by clicking on the workflow arrow at the top of the page

3. my billing team is notified to create an invoice (AR).
4. You will be notified via email when the AR is ready to be paid

We have two ways to pay make ready fees.

1. ACH/EFT requirements –
    a. Your accounting department will need to send me an ACH/EFT enrollment form for your company. This is required by our internal auditing.

b. I will sign the form electronically and return it along with a copy of a letter from our bank for your accounting and auditors to know the bank account is a GPC bank account.

c. I will also send you a W9 at that time.

d. Enter the AR number in the description field on the payment

e. Send a notice to this emails address, g2gpcdotju@southernco.com of pending ACH, otherwise we will not know your payment has hit our bank account.

2. Check:

   a. Remit to P O BOX 4023 Atlanta, GA 30302--------------this process takes much longer than ACH/EFT.

Please be mindful that you are submitting payment on behalf of the attaching entity and there will be no refunds ever to your company.