**NJUNS Access:** https://web.njuns.com/
For Questions/Assistance and Creation of Specific Member Codes: Email Angie Weaver
at aweaver@njuns.com or **NJUNS Support at** support@njuns.com
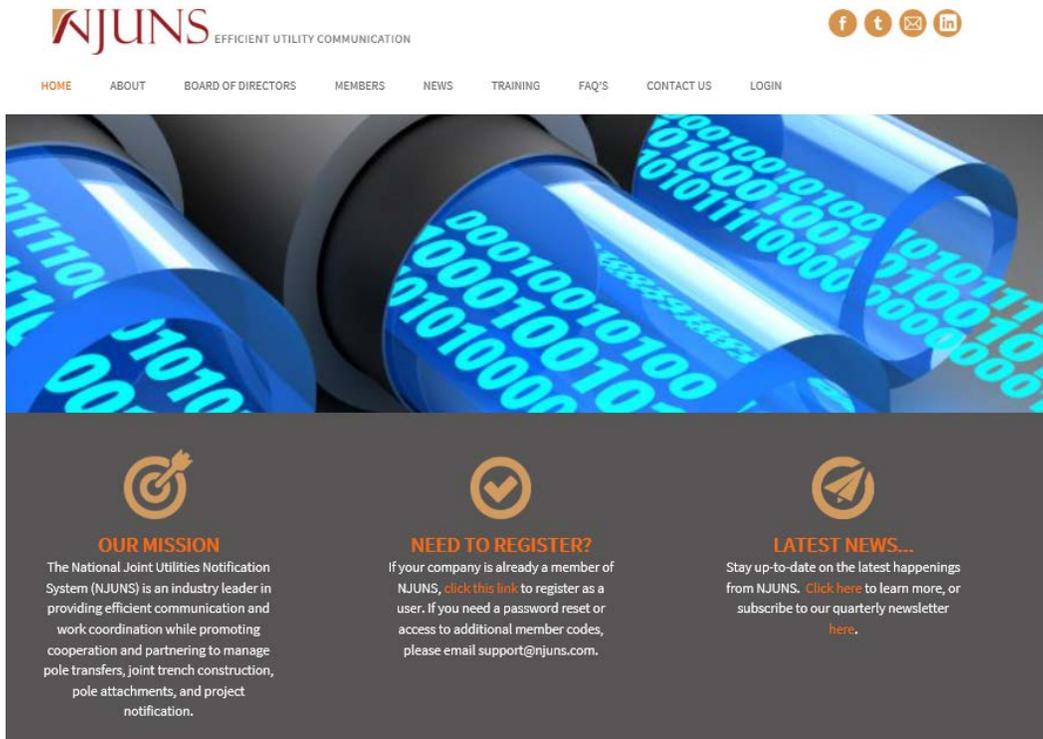
Login access and member code creation typically take a day or two, once you have access, you are ready to create tickets and/or explore the NJUNS interface.
Create a New Ticket (Home Page):
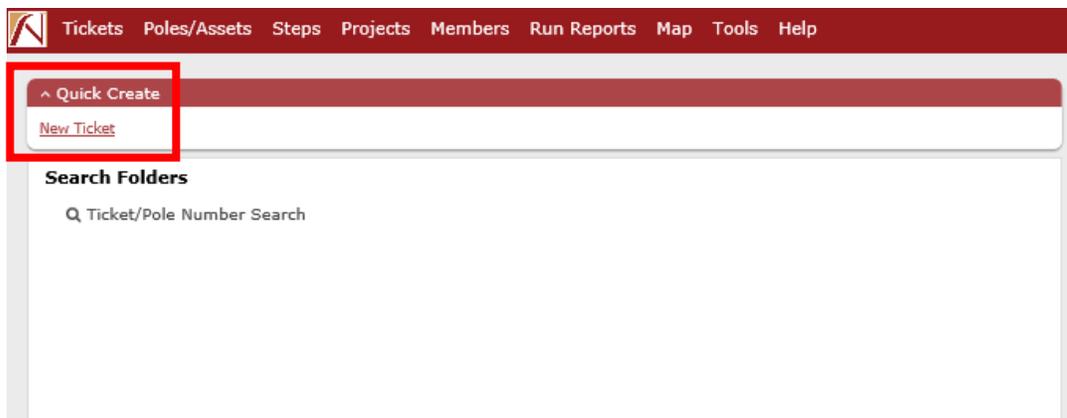
Create Ticket Screen:
"Set Ticket Type"-Attachment Request (PA)
"State", "County", "Place"-Washington, Relevant County and City
"Created By"-Submitter Member Code
"Set Pole Owner"-**Utilize PSEPMW** (Puget Sound Energy Wireless Project Manager)
- Manually type in PSEPMW
- Press Enter

"Apply Ticket Template"-PA:Default
Create New Ticket

Create New Ticket	×
Set Ticket Type *	
Attachment Request (PA)	⌄
State *	
Washington	⌄
County *	
King	⌄
Place	
Bothell	⌄
Created By *	
Submitter Member Code	⌄
Set Pole Owner *	
PSEPMW	⋯ Q
Apply Ticket Template *	
PA:Default	⌄
Copy To	
Search…	⋯ Q
Create New Ticket Cancel	

Ticket Details:
"State", "County", "Place"-Washington, Relevant County and City
"Contact Name", "Contact Phone", "Contact Email"-POC Name and Contact info
"Reference ID"-Carrier Site # and/or Name of Site
"Misc ID"-PSE WO#, entered by PSE Account Manager
"Remarks"-

Type of Application: New Small Cell Site, New Macro Cell Site, Modification, Maintenance, Decommission
Site Address: Physical address of Site 1 on application
Brief Scope: Include a write-up with general scope and helpful information

Details Poles/Assets Associations Parties

^ Details		^ Dynamic Attributes	
Work Requested Date	__-__-____ 📅	Request Number	
State	Washington ⋯ *	Contract Date	__-__-____
County	King ⋯ *	Owner Permit Number	
Place	Bellevue ⋯ ✕	Owner Permit Remarks	
Contact Name	John Doe	Owner2 Permit Number	
Contact Phone	123-456-7890	Owner2 Permit Remarks	
Contact Email	John.Doe@company.com	Owner Granted Date	__-__-____
Reference Id	Carrier Site #/Name	Owner2 Granted Date	__-__-____
Misc Id	(Internal PSE WO#)	Owner Cost	
# of Poles/Assets		Owner2 Cost	
Remarks	Full Screen	Total Other Cost	
Type of Application: (New Site, Modification, etc.)
Site Address:
Brief Scope:		Total Cost	
|		Approved Date	__-__-____
		Approved By Licensee	

Poles/Assets: List each of the Pole #'s included on the application under this tab, there are specific fields that have to be filled in, additional information is not required but is welcomed if it is provided.

Attaching Required Documents (Wall): In order to attach all the documents required for application submittal and review, click on the comment button on the Wall section. You are able to write out a comment and attach/upload documents. You must click on the attachments one at a time but can upload numerous attachments per comment.
The required documents are listed below and alluded to in the comment on the example wall:
-Construction Drawings
-Equipment Specs
-Application Form
-Scanned Copy of Application Fee Check
-Pole Photos
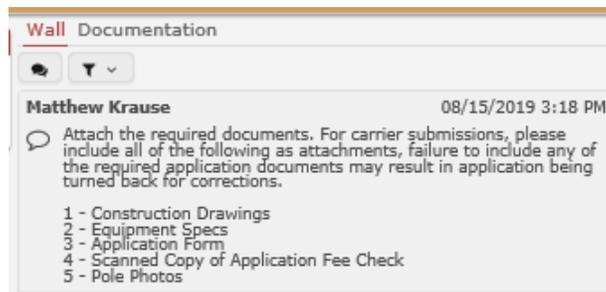
Open Ticket: Click on the Open Ticket button in order to release the ticket to PSE and take it out of Draft status. No comment necessary.
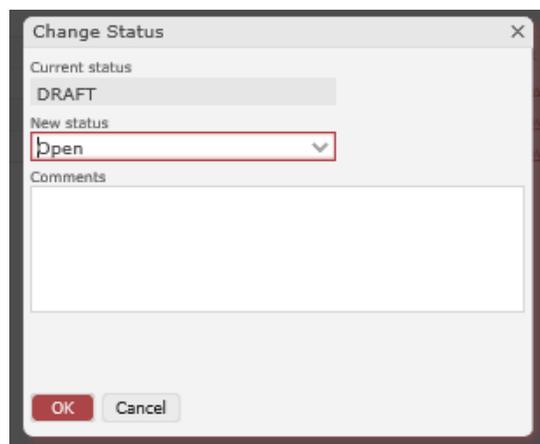
Once ticket is Open, PSE and the carrier will communicate primarily on the Wall for each project, this will help retain information and help enforce accountability and accuracy for all parties. The flow will follow the general outline detailed below (**PSE ACTION ITEMS, CARRIER ACTION ITEMS**):

NJUNS Ticket Created
- NJUNS ticket has required information
- Application documents complete and included
- Application fee received

Preliminary Approval
- PSE will grant or deny preliminary approval
- If not granted, application corrections will be required to proceed
- If granted, PSE will conduct site visit

Site Visit
- Notes attached from Site Visit will be provided in NJUNS
- Pending any issues, project will be moved to PSE internal review

Structural Analysis
- Following internal review, pole will be sent off for an SA
- SA results will be included as an attachment in NJUNS

Cost Estimate
- Cost estimate will be provided by PSE to carrier for review and signature
- In order to move forward, carrier must include a signed cost estimate on the NJUNS ticket

Site License Agreement (SLA)
- Once signed cost letter is in hand, SLA will be drafted
- SLA will be attached back into NJUNS when completed for carrier signature

Power Design
- Once signed cost letter is in hand, power design request will be sent

Construction
- Once SLA is received with carrier signature, construction will be sent for scheduling
- Reservation dates and coordination notes will be sent via NJUNS
- Additional follow up questions will be addressed as they arise in NJUNS

Construction Complete
- Upon completion of any required construction, final approval and project notes will be added
- Project will be billed following construction being finalized