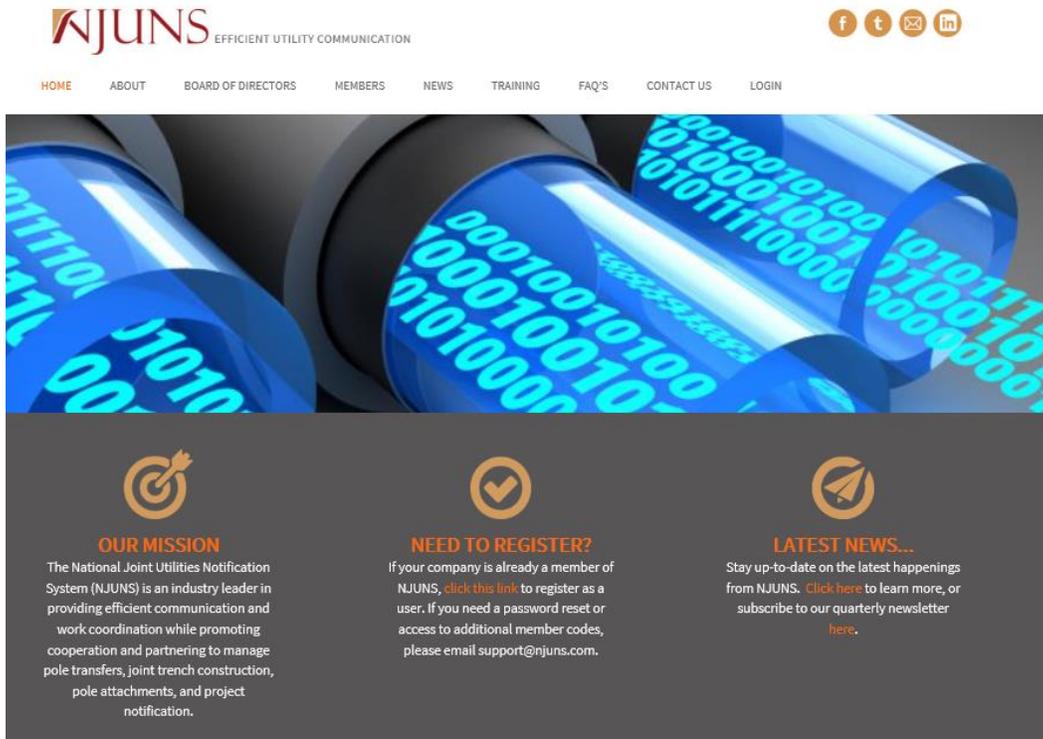
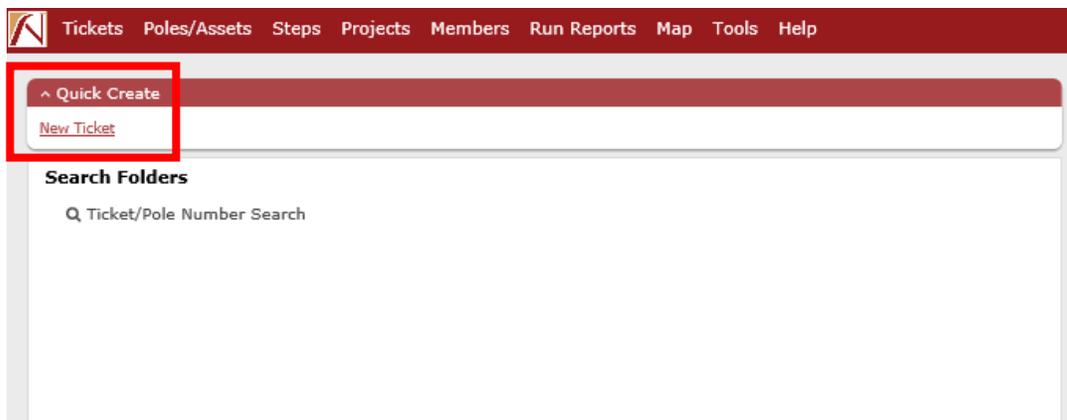


**NJUNS Access:** <https://web.njuns.com/>

**For Questions/Assistance and Creation of Specific Member Codes:** Email Angie Weaver at [aweaver@njuns.com](mailto:aweaver@njuns.com) or NJUNS Support at [support@njuns.com](mailto: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 PSE** (Puget Sound Energy, assigning to a different Username will risk the tickets being lost)
- “Apply Ticket Template”-PA:Default
- Create New Ticket

**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 Engineer*
- “Remarks”-
  - Type of Application: Overlash or New Attach
  - Site Address: Physical address of starting point for attachments
  - Brief Scope: Include a write-up with general scope and helpful information

**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.

Details Poles/Assets Associations Parties

Assets

Create Edit Delete Excel Accept Reject Reset Actions 3 rows

#	Pole/Asset #	Street1	Latitude	Longitude	House number	Cross street	Alt asset id	Is geocoded	Reference id
1	12345-67890		25	-100				<input type="checkbox"/>	
2	24680-13579		26	-90				<input type="checkbox"/>	
3	35791-46802		27	-93				<input type="checkbox"/>	

**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 Design
- Fiber/Equipment Specs (only required if transmission poles are included)
- Application Form
- Appendix A-Field Survey Form
- Pole Photos (can expedite project, not required however)

**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.

Change Status

Current status  
DRAFT

New status  
Open

Comments

OK Cancel

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.