page walkthrough

① To move the conversation forward (or back to the applicant for more information) click the "I want to…" dropdown here and select "Change Status."

SPA Team's Responsibility

Permit to Attach Conversation –
Sent: Acknowledging an Application

① **If everything on the conversation is in order**, the SPA Team will "Acknowledge" the Permit to Attach Request. This will move the application into queue to be reviewed for accuracy and verification that required documents have been uploaded.

② Add a note for additional information, if desired.

③ Click "Save" to save your changes.

SPA Team's Responsibility

30

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page walkthrough

① The application has been acknowledged and must now be reviewed.

② Once reviewed, the SPA Team will either confirm or deny the application. To do this, the SPA Team will click the "I want to..." button to change the status.

SPA Team's Responsibility

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Permit to Attach Conversation –
Sent: Application Review

page walkthrough

① If the review is complete and there are no issues with the application, the SPA Team will select "Application Review Complete."

② **If something needs to be changed** by the Attacher, the Owner can return the conversation to the Attacher here. If this option is selected, a note must be added as well.

③ Unless required by choosing "Return to Applicant," adding a note is optional. You may add a note for additional information, if desired.

④ Click "Save" to save your changes.

⑤ **Note:** Once submitted, two documents are generated and uploaded to the documents in the conversation for the Attacher to complete:

- Exhibit A: a structure access request; and The Application Fee Payment form.

- Exhibit B: the pole list with proposed attachment information.

An email will be sent out to all parties involved with the documents and confirming the application was received (planned for July 2018).

SPA Team's Responsibility