

UNDERGROUND FACILITY REVIEW

Requesting a Project Review



19 September 2019 Rev. 25 October 2024



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OVERVIEW:

The Office of Underground Coordination (OUC) is a distribution agency within the Chicago Department of Transportation, Division of Infrastructure Management (CDOT DOIM), for all requests regarding existing utility information (Information Retrieval – "IR") and the review/approval of construction work in or adjacent to the Public Way (Existing Facility Protection – "EFP") including large projects with deep excavations and penetrations, such as foundations (piles, caisson, etc.), earth retention systems or major piping installations (Deep Excavation – "DEEFP").

Per section 2-120-300 of the Municipal Code of Chicago, the Office of Underground Coordination (OUC) is responsible for the protection of the City's surface and subsurface infrastructure from damage due to planned and programmed construction, installation, and maintenance projects. The intent of OUC membership is to review proposed projects in or adjacent to the right of way prior to construction so that there is minimal damage to existing infrastructure.

The OUC is made up of 29 utility members (both public and private agencies) which review construction documents to determine the effect on existing facilities and determine any adjustments and/or relocations that will be necessary.

Abovenet/Zayo Communications Inc

Astound

AT&T – Illinois/SBC AT&T – Local Network Bureau of Forestry

CDOT – Division of Electrical Operations

CDOT – Division of Engineering

CDOT – Division of Infrastructure Management CDOT – Division of Project Development

CDOT – Landscape Management

CDOT – Red Light Camera

CenTrio Energy Chicago Park District

ComCast

ComEd - Distribution

ComEd - Transmission

Crosstown
Crown Castle
CTA – Engineering
CTA – Traffic

Department of Water Management – Sewer Section Department of Water Management – Water Section Digital Realty Trust/Lakeside Technology Center

JC Deaux North America

Level 3 Communications/CenturyLink

MCI

Mobilitie LLC MWRD Peoples Gas

There are six (6) types of reviews that are conducted.

- 1. **Information Retrieval (IR)** to determine what type of underground facilities are present in a given area
- 2. Existing Facilities Protection (EFP) reviews are conducted to determine impacts on underground facilities due to a proposed project. Plans are revised until all utility members with impacted underground facilities approved the design. The City will not issue a public way permit until EFP approval



- 3. **Vacation/Dedication (VD)** reviews to determine if an underground facility needs to be moved (or easement provided) and at what cost when public right of way is sold to a private developer
- 4. **Deep Excavation/Geotechnical Review (DEEFP)** reviews are conducted for excavations and/or penetrations equal to or greater than 12 feet below existing grade. Please contact the Geotechnical reviewer (Adam.Ali@cityofchicago.org) prior to filling the application form.
- 5. Construction Schedule Conflict Review (CSC) reviews are conducted to determine schedule conflicts with the Menu and Arterial Resurfacing (AR) locations due to any proposed utility projects. Menu and AR locations are sent through this review for members to identify any schedule conflicts.
- 6. **Small Cell Existing Facilities Protection (SCEFP)** this review type is the same as an Existing Facilities Protection review but is <u>used exclusively</u> for Small Cell Telecommunication equipment being installed on City of Chicago light poles.
 - a. Prior to requesting a Small Cell Existing Facilities Protection review you must first request the use of a specific City Pole through the Small Cell (New Pre-Approval/Upgrade/Additional Provider) Small Cell Pole (SC) module and have received approval to use that pole. The Small Cell Pole module is also used to request installations be decommissioned. In the case of decommissions there is no SCEFP process.

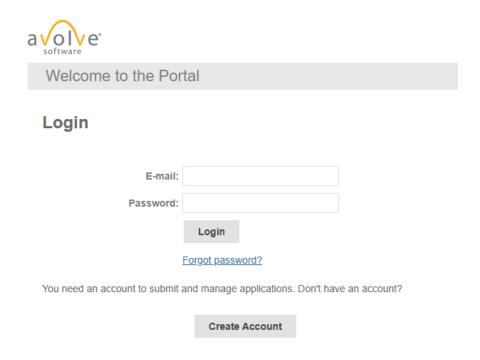
OUC approvals are valid for 1 year outside of the Central Business District (CBD) and 6 months within the CBD from the response required date Cycle 1 due date). For OUC purposes the CBD is defined by North Avenue on the north; Lake Michigan on the east; Cermak Road on the south; and Halsted Street on the west.

LOGGING INTO THE APPLICATION:

The OUC review software (ProjectDox® developed by Avolve Software) is accessible through any internet browser. However, it is recommended that Microsoft's Edge is used when marking up drawings.

To start the process you will need to go to the City of Chicago's Department of Transportation web site and follow the instructions located under the section labeled https://www.chicago.gov/city/en/depts/cdot/provdrs/construction_information/svcs/office_of_undergro_undcoordination.html or access the application directly at https://oucplanreview.avolvecloud.com/. Each company may elect to save the link as a **Favorite** or desktop shortcut for quick access. The following screen will appear:

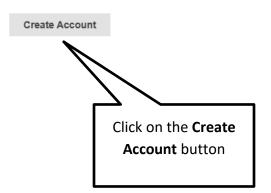




New Users:

If this is the first time you are requesting a review you will need to create an account. Click on the **Create Account** button to proceed. The following form will be generated:

You need an account to submit and manage applications. Don't have an account?





Create Your Account ?

| First Name | e * | | | |
|--|--|-------------------|--------|---|
| Last Name | e * | | | |
| Ema | il* | | | |
| Confirm Emai | il* | | | |
| Phone | e * | | | x |
| Additional Pho | ne | | | x |
| I Have a Compan | y * (| ○Yes ○No | | |
| Address | 1 * | | | |
| Address | 5 2 | | | |
| Country | y * | United States | | ~ |
| Province/State | e * | | | ~ |
| Cit | y * | | | |
| Postal Code/Zip Code | e * | | | |
| New Password * | | | | |
| Password must not contain special characters, must | | | , must | |
| contain at least one digit, one upper case letter, one | | | r, one | |
| | lower case letter, and must have at least 8 characters | | | |
| | and no more than 10. | | | |
| Confirm Password * | | | | |
| | | Create My Account | Cancel | |

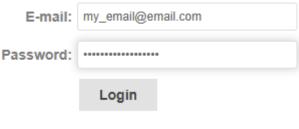
Note: Throughout the system, required fields are marked with a red asterisk.



When done click on the **Create my Account** button to submit your request for access to the system. You will be notified by email once the request is approved.

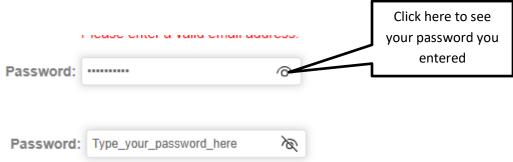
Existing Users:

If you already have a user account, you can log into the system by entering the email address you registered with and the password you had set up.



Forgot password?

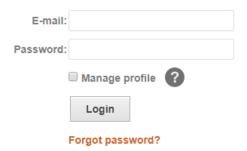
You can see the Password you typed in by clicking on the eye icon to the right of the Password field



Click on the Login button to proceed

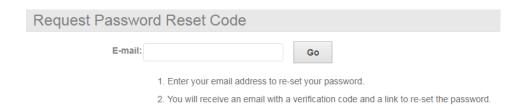
Forgot Your Password:

If you are an existing user but forgot your password, you can have your password reset by clicking on the Forgot password? link below the Login button.

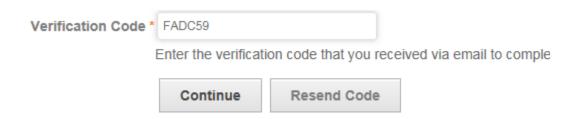




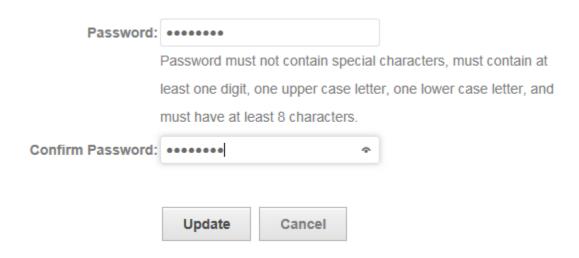
You will be asked to enter your email (previously saved in the system)



and a verification code and link to reset your password will be emailed to you. Enter the verification code into the form:

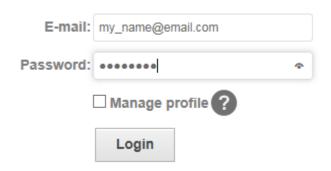


You will then be directed to create a new password

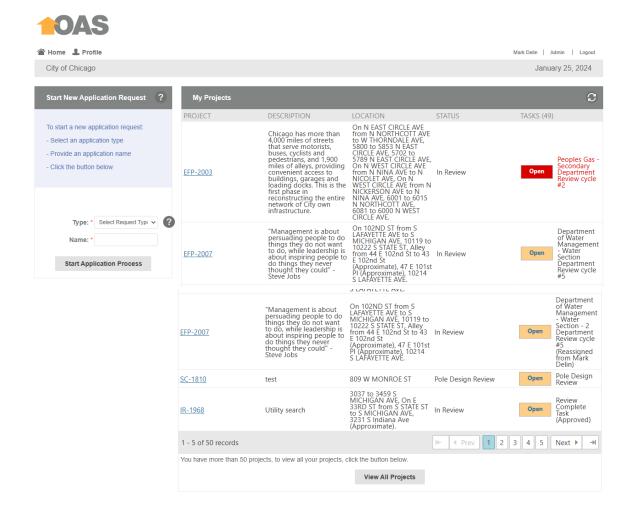


and login with your new password





When you login the following screen will appear

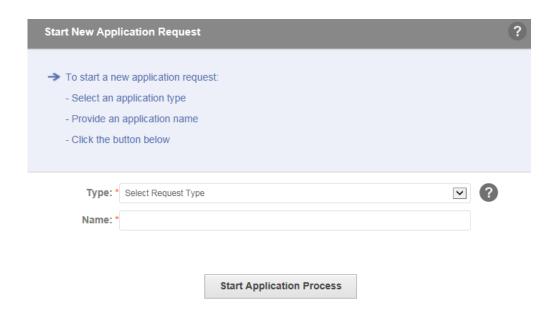




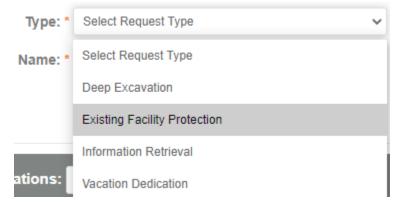


BEGIN AN APPLICATION REQUEST:

To start a new application, select the type of review (e.g., IR, EFP) from the drop down next to **Type** box and enter a project name in the **Name** field (the project name will be used by your company to identify the request).



Use the drop down it the **Type** field to select the review type you are requesting:





and in the **Name** field type a unique name for the project (if the name has been utilized you will be directed to type a new project name)

Note: for the purpose of this document the EFP process will be used. The basic processes discussed will be the same for all review types

| Type: * | Existing Facility Protection | V |
|---------|------------------------------|---|
| Name: * | Albany Park Installation #66 | |
| | | |
| | Start Application Process | |

Click on the **Start Application Process** button to proceed.

Saved Applications:

At any time during the application process, you can click on the **Save for Later** button and exit the process. When you are ready to proceed you can find all your saved applications under the Saved Application section of the launch page.

| Saved Applications ? | | |
|----------------------|----------------------------|--------|
| REQUEST NUMBER | NAME | TYPE |
| EFP-1437 | Test 4: Post system update | Existi |
| EFP-1436 | Test 3: Post system update | Existi |
| EFP-1414 | Test 07-23-19 Item 66 #3 | Existi |
| EFP-1405 | Test 2019-87253 v1 | Existi |
| 1 - 4 of 4 records | | |

Application Form:

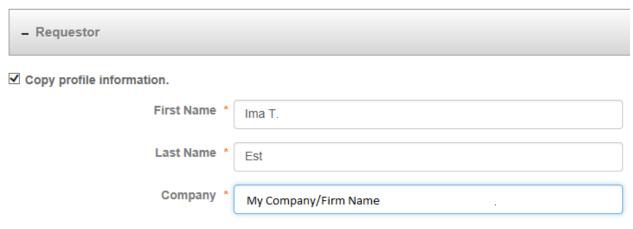
The OUC application form will appear. You will need to fill out each section in order for your request to be processed. Based on the type of review being requested there will be different questions that will need to be filled out. Please be advised that the information be filled in cannot be corrected once the application is submitted. If the application contains incorrect information you will be required to resubmit the application. Payments that have been made are non-refundable.



Requestor Section:

Fill in information about the person/company submitting the request and, if applicable, the company the request is being submitted on behalf of.

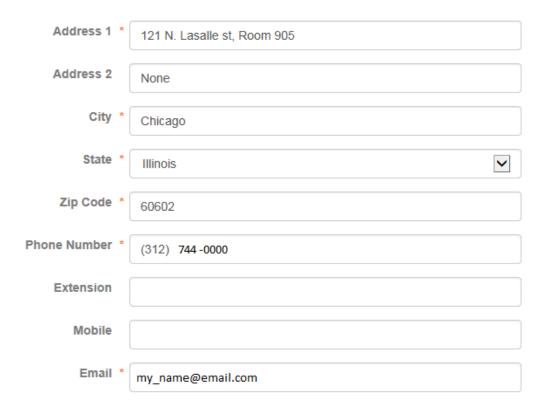
You can enter information in each field, or you can use the information from your profile (click on the **Copy profile information** checkbox) to populate the fields.



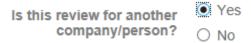
Please type your agency name in the field above. After typing a character in the field, a list of agencies should appear. Please select your agency from that list. If your agency does not appear, please click on this **IINK** to submit a new agency request. You will be notified by email once your request is approved.

Note:....The company name will begin filling in after the 1^{ST} character is typed, always choose the company from the display. **Do not use the brower memory to fill in the company field.** If the Company does not exist in the system, you can request a new company be added to the system (see <u>Appendix IX – Request a New Agency/Company</u>)





If you are submitting the request on behalf of someone else select **Yes**, otherwise proceed to the next section.

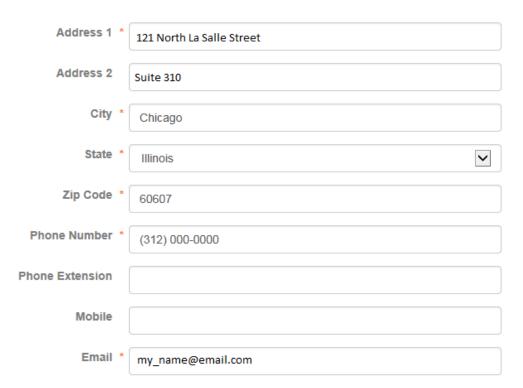


If you selected Yes for the "review for another company/person" question fill out information about the company, you are requesting on behalf of.



Please type your agency name in the field above. After typing a character in the field, a list of agencies should appear. Please select your agency from that list. If your agency does not appear, please click on this **IINK** to submit a new agency request. You will be notified by email once your request is approved.

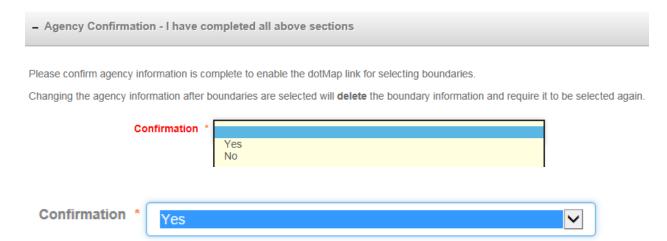




Note: As you complete each section the section header status (left side of header) will change from INCOMPLETE to COMPLETE

Agency Confirmation Section:

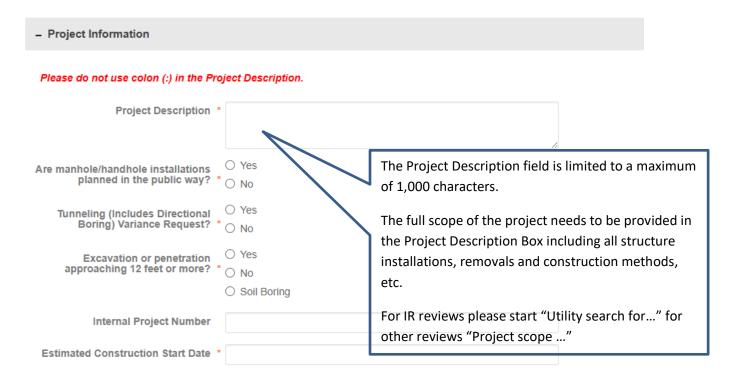
You will need to confirm the information you entered in the Requestor Section is accurate. Use the drop down next to the Confirmation field to confirm the information entered.



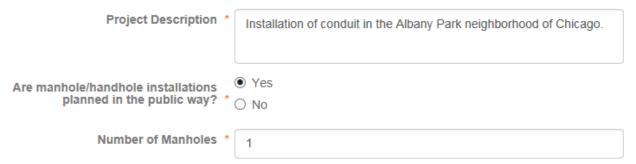
Project Information Section:

Fill out the basic information about what your project entails.





Note: Based on the answers provided additional questions may appear.



Internal Project Number

Construction Date

Please upload manhole/handhole justification letter with plans.



Tunneling (Includes Directional Boring) Variance Request? * No

Excavation or penetration approaching 12 feet or more? * No

Soil Boring

Do you have one of the following? * CDOT GeoTech Project Number

Department of Building Application Number

Neither

Assigned project number

My company's internal number XX-XXXX

dotMap Section:

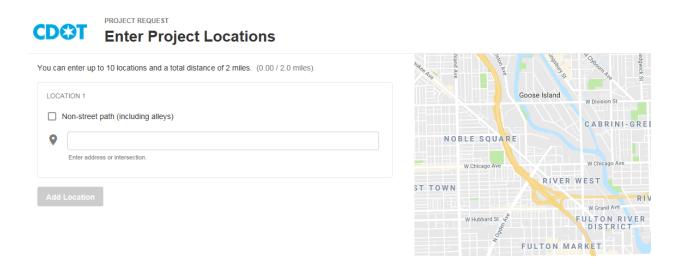
Use this section to provide the location(s) of your project. *Note: see Appendix IX for GIS Pole Selection for SC requests.*

12/25/2019

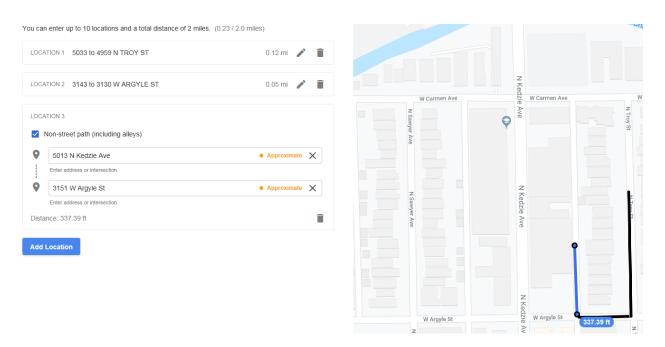
| - dotMap Selection | |
|--------------------------------------|--|
| Open DotMAP to Select/View Project B | oundaries |
| Confirmation * | $\hfill \square$ I have selected the location/area in dotMaps using the link above. |
| | dotMap link will redirect to view only page after confirmation. |
| Location * | IMPORTANT - Please open the link above, select boundaries in the |
| | pop-up window, save, and confirm using the checkbox. This will populate the required 'Location' and 'Fee Amount' fields. |
| | |
| Fee Amount * | |
| Disclaimer * | ☐ I understand that any changes to these boundaries may require subr |



Click on the **Open DotMAP to Select/View Project Boundaries** hyperlink. A new window will appear where you can enter your project locations.



Note: You can enter up to ten locations totaling no more than two miles



Initial entries are single point to add a segment click on the + Add End Point button.

+ Add End Point



To add additional locations, click on the **Add Location** button.



If you are adding a location other than a street (e.g., an alley) click on the Non-street path box

LOCATION 4

Non-street path (including alleys)

Once all the project location(s) have been entered, click on the **SUBMIT** button located on the top right of the form

To request an Expedited Review, see <u>Appendix VIII – Expedited Review</u>:

Submit Locations

Submit

An acknowledgement message will appear. Confirm you have included all the work locations and submit.

Please ensure the entire scope of your work site is drawn on the map. CDOT will only issue permits for those locations drawn on the map. Click on the By clicking "submit," you acknowledge that the entire work site is Checkbox to represented, and any work occurring outside that area will need to indicate the be approved via a new OUC project request. You further Click Submit acknowledge that you will not request permits for any locations that information is button are not associated with an approved OUC project. correct ☐ I have included all the work locations for this project. Cancel

A message will appear informing you that the locations have been saved.







Project locations have been saved.

Please return to the application and complete the rest.

You can close the location window, go back to the application form and continue filling out the dotMap Section

Note: For IR reviews you will have an option of drawing a boundary of the containing the proposed project (See Appendix III)

Next click on the **Confirmation** box to indicate you have entered the project location

Open DotMAP to Select/View Project Boundaries

Confirmation * I have selected the location/area in dotMaps using the link above.
 dotMap link will redirect to view only page after confirmation.

Click on the **Disclaimer** button to indicate that you understand that changes to the project locations may require a new project submission.

| Location * 5033 to 4959 N TROY ST, |
|---|
| |
| 3143 to 3130 W ARGYLE ST, |
| Alley from 5013 N Kedzie Ave to 3151 W Argyle St, |
| 5015 N KEDZIE AVE. |
| Eco Amount * |
| Fee Amount * \$50.00 |
| Disclaimer * 🗹 I understand that any changes to these boundaries may require subn |

The project location(s) will appear in the Location box and any review fees (OUC members are not charged, non-members are charged a \$50 review fee) will show in the fee box.

If the location appearing in the location box need to be changed or is incorrect, please uncheck the Confirmation and click on the Open DotMAP link and select again.



Please make sure all the information entered is correct. The OUC cannot revise and any fees that have been paid is not refundable and cannot be applied to another project.

Project Coordinator Section:

Enter the Name, phone number and email for the Project Coordinator. You can enter up to two coordinators.

| - Project Coordinator 1 | | |
|------------------------------------|-------------------|--|
| Name * | Ima Test | |
| Phone * | (312) 744-4141 | |
| Extension | | |
| Email * | my_name@email.com | |
| - Project Coordinator 2 (optional) | | |
| Name | | |
| Phone | | |
| Extension | | |
| Email | | |

Signature and Fees Section:

E-sign the project review request to certify that to the best of your knowledge the information provided is true and accurate. The section is also used to generate the review fee for non-OUC members. Upon submitting the request, you will be transferred to the City's on-line payment portal where you can pay the fee either by e-check or credit card. The review will not proceed until payment is made.



| - Signature and Fees | INCOMPLETE |
|--|---|
| I hereby declare that I have read and understood the above, and the information contained in true to the best of my knowledge. | this application, attached schedules, attached plans and specifications, and other documentation is |
| I, being the authorized applicant, acknowledge that: I have personally examined and am familiar with all the information submitted in attachments, and attest that all information submitted is true, correct, and comple I understand and agree that clicking the box above will be deemed the equivalent | ete; and |
| Applicant: Mark Delin Signature date: | |
| Save & Calculate | e Administrative Fees |
| | |
| Save for Later | Submit Request |

Click on the Checkbox to indicate the information is correct

I, being the authorized applicant, acknowledge that:

- I. I have personally examined and am familiar with all the information submitted in response to the questions contained in this notice, and any attachments, and attest that all information submitted is true, correct, and complete; and
 I understand and agree that clicking the box above will be deemed the equivalent of a signature in electronic form.

This action is date and time stamped

Signature date: 2024-01-25 10:00 AM

Next click on the Save & Calculate Administrative Fees button (you will need to perform this step even if you are an OUC member).

Save & Calculate Administrative Fees

The administrative fee will calculate

Administrative Fees Due: \$ 50.00

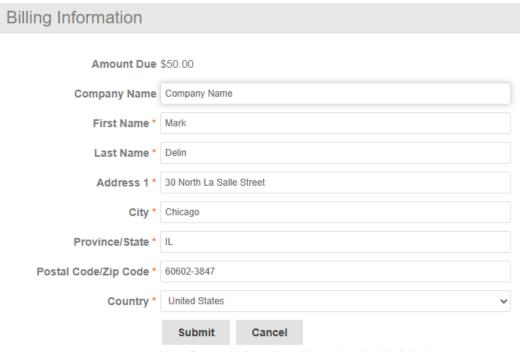
Finally click on the **Submit Request** button

Submit Request

Administrative Fee Payment (for non-OUC members):

A screen showing billing Information will appear.

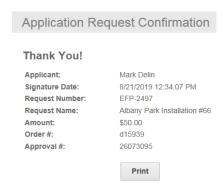




Note: Payment information will be entered on the following secure page.

If the information is correct click on the **Submit** button, otherwise correct before clicking the button. After hitting the pay now button you will be directed to City's on-line payment portal (see Appendix I).

Once payment has been made (for non-OUC members) or the submittal completed (for OUC members), a confirmation will be provided. Please retain for your records (you will need this for your next steps).

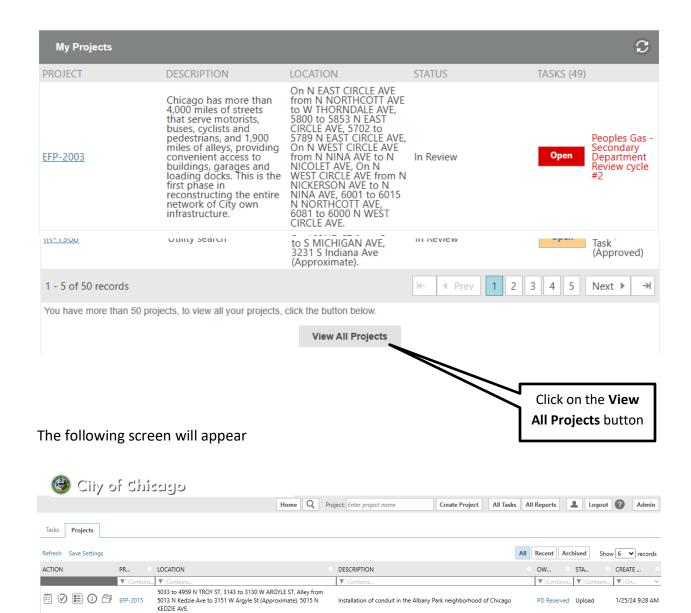


Click the **Home** icon to return to the project launch page.



Current Projects:

To see all your reviews, status, and outstanding tasks you will need to click on the **View All Projects** button,



The form defaults to the Projects screen.

☑ ☑ ☐ ☐ DEEFP-2014 1827 S PRAIRIE PKWY.

You will be able to search for tasks assigned to you or for any project by clicking on either the **Tasks** or the **Projects** tab.

Here we go again

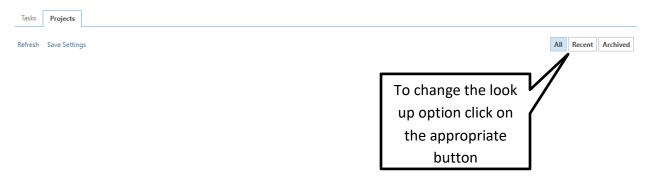
- The Projects Tab will allow you to see any project in the system.
- The **Tasks** Tab will show all the (uncompleted) tasks assigned to you.

1/24/24 2:18 PM

PD Reserved Approved

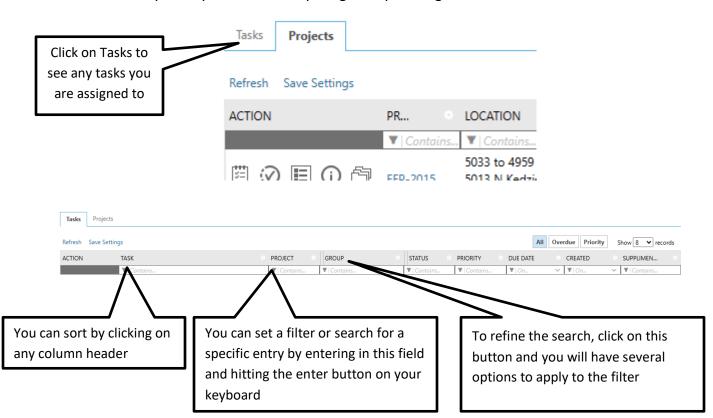


On the **Projects** tab you have the option to search/look at any project you recently viewed, all projects, or projects that have been archived (*currently no projects have been archived*). The system defaults to the recently viewed option.

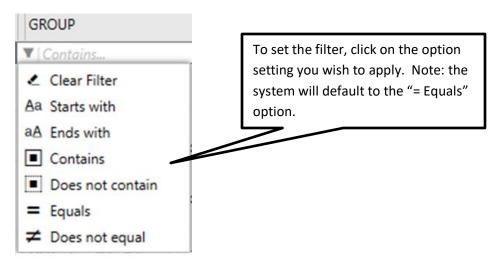


Note: It may take a few minutes for a recently submitted project to be available for viewing.

You can see any tasks you are currently assigned by clicking on the Tasks tab





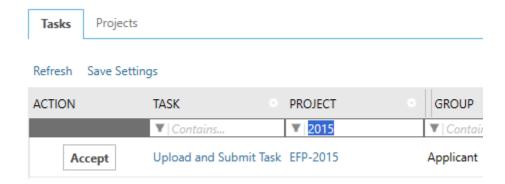


Note: For detail information on SC and SCEFP reviews please consult one of the following manuals which are available from the OUC:

- Applicant Small Cell Pole Request Manual (SC)
- Applicant Small Cell Manual (SCEFP)

Upload and Submit Task:

Find your review request in the Current Project section and click on the **Upload and Submit Task** button.



A form will pop-up with several tabs. Note: the top section of each tab will have unique information and the remaining section appear on each of the tabs



UPLOAD AND SUBMIT

Task Information

Original Application Data

dotMaps

Task Information Tab:

This section contains basic information about the review

UPLOAD AND SUBMIT

Task Information

Original Application Data

dotMans

OUC Number EFP-2015

Description Installation of conduit in the Albany Park neighborhood of Chicago

Location 5033 to 4959 N TROY ST, 3143 to 3130 W ARGYLE ST, Alley from 5013 N Kedzie Ave to 3151 W Argyle St (Approximate), 5015 N KEDZIE AVE.

Status Upload

Submitted For: Alfred Benesch & Company

Original Application Data Tab:

This section contains basic information entered on the OUC request (OAS) form



Task Information

Original Application Data

dotMaps

Application Type EFP

Application Number EFP-2015

REQUESTOR

Requestor - First Name Mark

Requestor - Last Name Delin

Company Spaan Tech

Requestor - Address 1 311 S. Wacker Dr.

Requestor - Address 2

Requestor - City Chicago

Requestor - State IL

Requestor - Zip Code 60606

Requestor - Phone Number 3127444141

Requestor - Extension NaN

Mobile

Email mdelin@spaantech.com

Is this review for another company/person? Yes

Submitted For - First Name Ima



```
Submitted For - Last Name Est
                                      Submitted For - Company Alfred Benesch & Company
                                     Submittted For - Address 1 205 N. Michigan Avenue
                                     Submittted For - Address 2
                                           Submitted For - City Chicago
                                           Submitted For - State IL
                                      Submitted For - Zip Code 60601
                                Submitted For - Phone Number 0000000000
                                      Submitted For - Extension
                                        Submitted For - Mobile
                                          Submittted For - Email donotrespond@email.net
                                             Project Information
                                             Project Description Installation of conduit in the Albany Park neighborhood of Chicago
Are manhole/handhole installations planned in the public way? Yes
                                           Number of Manholes 1
       Tunneling (includes Direction Boring) Variance Request? No
       Excavation or penetration approaching 12 feet or more? Yes
                              Do you have one of the following? CDOT GeoTech Project Number
                                 CDOT GeoTech Project Number DEEFP-2014
                   Department of Building Application Number
                                                 Project Number 2024-00001
                                               Construction Date 02/29/2024
                   dotMap Selection
                      Confirmation I have selected the location/area in dotMaps using the link above.
                         Location 5033 to 4959 N TROY ST, 3143 to 3130 W ARGYLE ST, Alley from 5013 N Kedzie Ave to 3151 W Argyle St (Approximate), 5015 N KEDZIE AVE.
                       Fee Amount 50
             Project Coordinator 1
      Project Coordinator 1 - Name Ima T Est
      Project Coordinator 1 - Phone 0000000000
   Project Coordinator 1 - Extension NaN
      Project Coordinator 1 - Email donotrespond@email.net
             Project Coordinator 2
      Project Coordinator 2 - Name
      Project Coordinator 2 - Phone
   Project Coordinator 2 - Extension NaN
      Project Coordinator 2 - Email
```



dotMaps Tab:

This section contains a link to dotMaps where you can view a map of the project locations

Task Information Original Application Data dotMaps

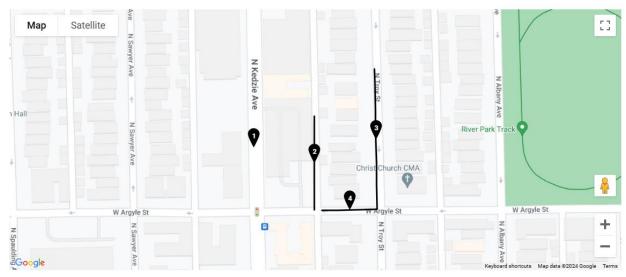
dotMAP Click to view Map for EFP-2015

Click on the map link to see a visual of the project locations



OUC Preview # EFP-2015 City of Chicago
Department of Transportation
Office of Underground Coordination
2 N. LaSalle St., Suite 860, Chicago, IL 60602
Phone# (312) 744-4828 Fax# (312) 742-3138





- 1: On 5015 N KEDZIE AVE
- 2: From 5013 N Kedzie Ave (Approximate) to 3151 W Argyle St (Approximate)
- 3: 5033 to 4959 N TROY ST
- 4: 3143 to 3127 W ARGYLE ST

Project Upload Section:

You can upload documents from any tab. The upload process is similar to saving documents on your PC.



| - | STEP 1 of 4: Select and upload your drawing and supporting document files into this project, as required File Upload for: EFP-2015 | | |
|---|---|--|--|
| | Select the destination folder to upload your files: Watch video | | |
| | □ Drawings | | |
| | □ Documents | | |
| | Restoration Drawings | | |
| | ☐ Approved | | |
| | Quick Review | | |
| | Reference | | |
| | Geo Tech Documents | | |
| | □ MOU | | |
| | | | |

Click on **Destination** folder for the drawing or document you want to upload for the review

Document Requirements

For Information Retrieval (IR) Projects:

- 1. Upload the project location map with proposed location highlighted and with all street names visible to the 'Drawings' folder in .pdf format.
- 2. Name the file with OUC # (IR-XXXXXX).
- 3. All other related documents can be uploaded to 'Documents' folder.

For Existing Facility Protection (EFP) Projects:

- 1. Prepare the plan set according to the Plan Preparation <u>Checklist</u>. The plan set should be a single file with multiple sheets.
- 2. Name the drawing file with OUC# (EFP-XXXXXX').
- 3. Upload the drawing file to 'Drawings' folder in .PDF format.



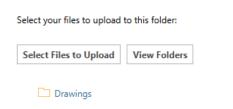
Use standard plan sheet size of 22 inches by 34 inches with an 11 inch by 17 inch sheet scalable at a 50% reduction.

4. All other related documents can be uploaded to 'Documents' folder.

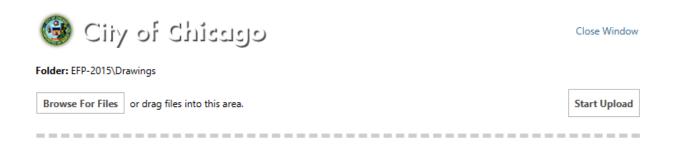
For Deep Excavation EFP (DEEFP) Projects:

1. Contact Adam Ali (at adam.ali@cityofchicago.org or 312-742-3130) for intake meetings and plan set requirements.

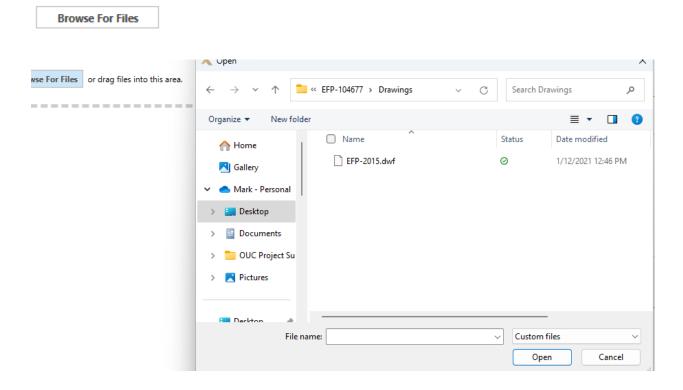




Click on the Select Files to Upload button



Click on the **Browse for Files** button to select files to upload from your hard drive or network drive (you can also drag and drop your files)

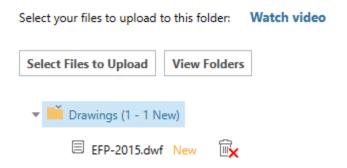


Click on the **OPEN** button





Click on the Start **Upload** button to upload your selected files(s)



To load documents into a different folder, click on the **View Folders** button and repeat the procedure.

View Folders

EFP Checklist

https://www.chicago.gov/content/dam/city/depts/cdot/OUC/28AppendixDPlanPreparationChecklist.pdf



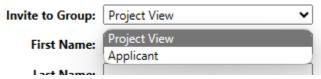
Invite/Remove Project Users:

You can add (or remove) members of the group who can view or edit this specific project request.



To invite a user to the project:

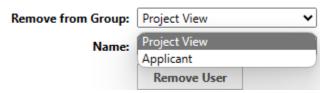
- 1. Type the user first name in the field labeled First Name
- 2. Type the user's last name in the field labeled Last Name
- 3. Type the user email in the email field (the user will be notified by email of the invite)
- 4. Using the drop down in the Invite to Group field indicate if the user will have view only rights (Project View) or applicant rights (Applicant). Only applicant rights can perform edits.



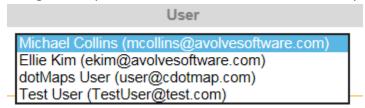
5. Click on the Invite User button

To remove someone from the group

 Using the drop down in the Remove from Group field indicate if the user has View or Applicant rights



2. Using the drop down in the User field select the user you wish to remove



Click on the Remove User button

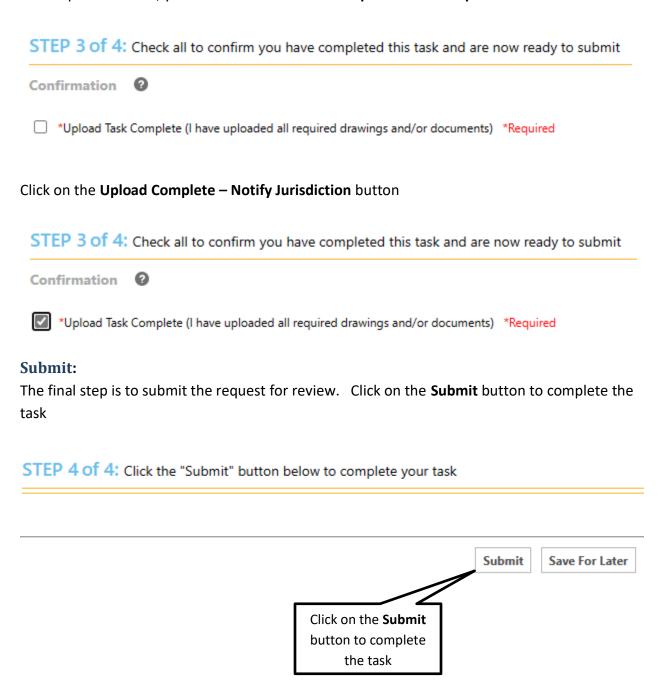


Do not remove everyone showing in the <u>Applicant</u> group (there needs to be at least one user)



Confirmation:

To complete the task, you will need to click on the **Upload Task Complete** checkbox



You can log out of the application by clicking on the Logout icon on the top right of the form



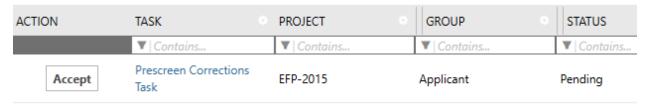


An OUC Project Manager will review your submittal. If an issue is identified with the submittal, it will be returned for corrections; otherwise, it will be provided to the OUC Member Agencies for review.

Prescreen Corrections

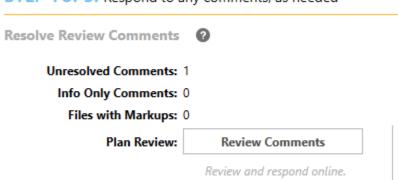
If the submittal is returned you will be assigned a task to correct and resubmit. Click on the <u>Prescreen Corrections Task</u> link to accept the task.

Refresh Save Settings



The OUC reviewer will provide information regarding why the review request was returned in the Discussion Comments section

STEP 1 of 5: Respond to any comments, as needed

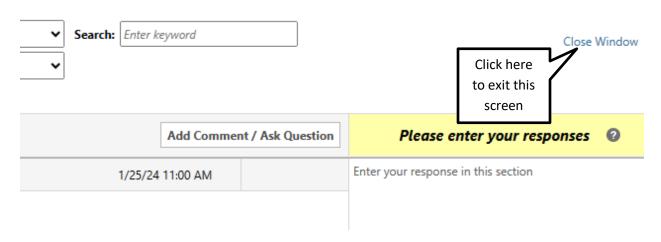




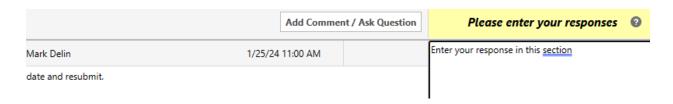
Click on the **Review Comments** button to see comments.



To exit this section click on the Close Window button on the top right of the form



Note: Once corrections are made, the applicant will need to reply to the Reviewer Comment by entering their response in the section to the right of the reviewers comment



You can upload new/revised drawings (process is the same as the original upload)



| ersion Upload f | or: EFP-2015 ② | | | |
|-----------------|--|-----------------|---------|-------------|
| | es" to upload files as new ve upload any additional new | | | |
| Versioned Files | New Files | | | |
| | ed files named exactly e prior versions? | Yes | No | Watch video |
| * "name-v2.pdf | " is not an "exact" file nan | ne match to "na | me.pdf" | |
| Uploaded fi | les: | | | |
| ▶ ■ Drawin | gs (1 - 0 New) | | | |
| Docum | ients | | | |
| Restora | ation Drawings | | | |
| Approv | ved | | | |

To resubmit the review, click the Confirmation checkbox

STEP 4 of 5: Check all to confirm you have completed this task and are now ready to submit

Confirmation
*Response provided for all comments and files have been uploaded (if requested). *Required

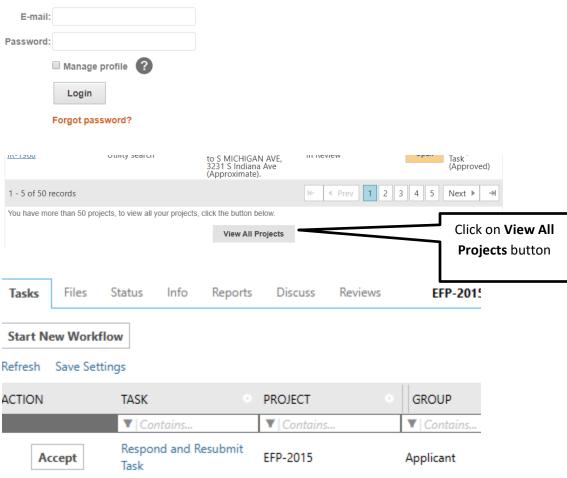
and then the Submit button at the bottom of the form

STEP 5 of 5: Click the "Submit" button below to complete your task



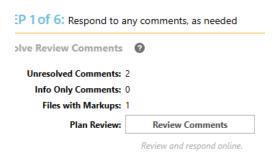
REVIEW AND RESPOND TO COMMENTS FROM OUC REVIEWS:

Login and search for your project request



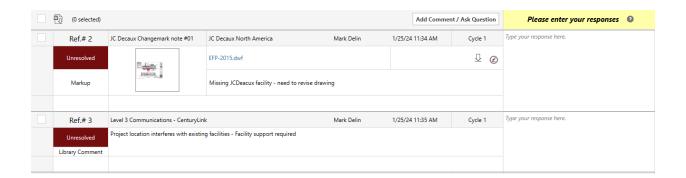
Click on the Respond and Resubmit Task button

View Comments:

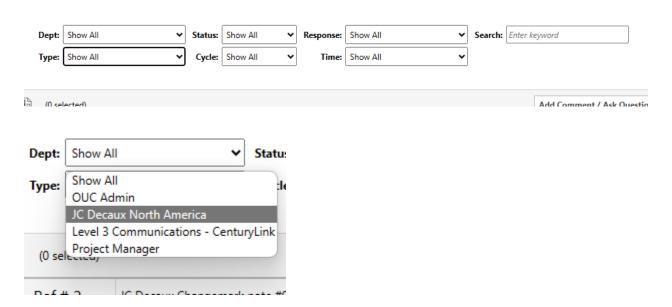


Click on the **Review Comments** button to see any comments, markup comments (*formally called changemarks*) or Library comments (*formally called checklist items*).





You can filter what you see by reviewer; type of comment, cycle, etc by selecting criteria from various drop downs found at the top of the form



Note: Once corrections are made, the applicant will need to reply to the Comment by entering their response in the section to the right of the reviewers comment



You can upload new/revised drawings (process is the same as the original upload)



| Versioned Files | New Files | | | |
|-----------------|---|------------------|---------|-------------|
| | | | | |
| | ed files named exactly e prior versions? | Yes | No | Watch video |
| * "name-v2.pdf | " is not an "exact" file nan | ne match to "nar | ne.pdf" | |
| Uploaded f | iles: | | | |
| ▶ ■ Drawir | ngs (1 - 0 New) | | | |
| Docum | nents | | | |
| Restor | ation Drawings | | | |
| - Appro | ved | | | |
| Quick | Review | | | |
| Refere | nce | | | |
| Geo Te | ch Documents | | | |
| □ мои | | | | |

Note: The **Reference Folder** contains links to OUC Application Manual and to the CDOT Rules and Regulations document.

If you want to request an agency to re-review the project, click on the box to the left of the agency name (please include any agency that had a prior conflict). OUC staff will review your request and will have the final decision if any additional reviews are required. Please make sure to select the agency responded and provided a status other than delegated.

STEP 4 of 6: Select the agencies for which the revisions were made or need an updated response.

Please select the appropriate reviews that are required for the next cycle --
Review

Abovenet - Zayo Communications Inc

ATT - Illinois SBC

ATT - Illinois SBC - Secondary

ATT - Local Network Services

Bureau of Forestry

CDOT - Division of Electrical Operations

CDOT - Division of Electrical Operations - 2



To resubmit the review, click the Confirmation checkbox

| STEP 5 of 6: Check all to confirm you have completed this task and are now ready to submit |
|---|
| Confirmation ② |
| "I have reviewed and addressed, including responses where appropriate, all Review Comments Items accessed by clicking on the "Review Comments" button above. "Required "I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review. "Required |
| Submit: The final step is to submit the request for review. Click on the Submit button to complete the task |
| STEP 6 of 6: Click the "Submit" button below to complete your task |
| Submit |

You will need to repeat this process until the project is approved (PIA).

Cancel Project Review

If you determine that the review is not needed you will need to formally cancel the review. To cancel a review you will need to create a memo on your company letterhead requesting the application to be cancelled with the reason for the cancellation. Upload the cancellation memo to the "Document folder" in ProjectDox and notify the OUC of the cancellation request. There is no standard memo for the cancellation memo.

Approved Project (PIA):

When your project is approved you will receive an email indicating that the review is PIA.

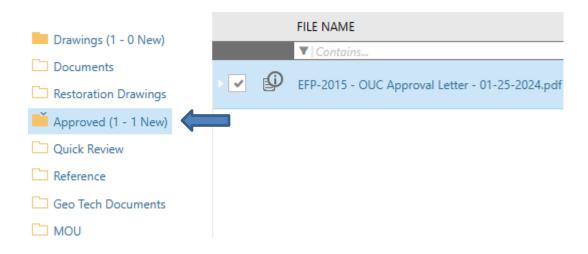
OUC Approvals are valid for six months within the Central Business District (CBD) and one year outside the CBD.

For the purposes of the OUC Approval, the Central Business District is the area bounded by North Avenue, Halsted Street, Cermak Road and Lake Michigan.

You can access the approved drawing (which will have an OUC approve stamp) and a copy of the OUC Approval Letter from the projects Approved folder. For projects in the public right-of-way,



you will need to provide a copy of the OUC Approval Letter to the CDOT Permit Office when requesting your construction permit.



OUC Approval Letter

ProjectDox OUC Approval for EFP-2015



MEMORANDUM

TO: Bryan Gallardo

Construction Compliance Division

FROM: Sheetal James

Office of Underground Coordination

DATE: 1/25/2024

RE: PERMIT ISSUANCE AUTHORIZATION

REQUESTOR: Spaan Tech

PROJECT

DESCRIPTION: Installation of conduit in the Albany Park neighborhood of Chicago

OUC FILE #: EFP-2015



OUC REVIEW VALIDITY EXPIRE

DATE: 2/23/2025

INTERNAL

PROJECT #: 2024-00001

NUMBER OF

MANHOLES: 1

The following project(s) may be released for street openings and/or use of the Public

Way permits.

PROJECT 5033 to 4959 N TROY ST, LOCATION: 3143 to 3130 W ARGYLE ST,

Alley from 5013 N Kedzie Ave to 3151 W Argyle St (Approximate),

5015 N KEDZIE AVE.

EXCAVATION /

PENETRATION > 12': Yes

Note:

ProjectDox OUC Approval for EFP-2015

The contractor should be made aware that the conditions of this memorandum are part of the issued permit and any deviations without the approval of the OUC shall result in the cancellation of said permits. No construction shall be performed under this authorization at any other locations. Authorization is given for installation in the subject locations, between the subject limits, only. Contractor must notify 811 Chicago by dialing 811 or (312) 744-7000 at least 2 business days in advance of the start of work; must comply with all Existing Facility Protection Requirements shown on OUC Review Forms; must coordinate activities with those utilities who have noted involvement; must adhere to Special Existing Facility Requirements provided by:

COORDINATE ALL ACTIVITIES WITH THE AGENCIES BELOW:

ATT - Illinois SBC

ATT - Local Network Services

CDOT - Division of Electrical Operations

CDOT - Division of Project Development

CDOT - Red Light Cameras Section

Chicago Park District

ComCast

ComEd - Distribution - Secondary

Crowncastle

CTA - Traffic

Department of Water Management - Sewer Section

Department of Water Management - Water Section - 3

JC Decaux North America

Peoples Gas - Secondary

RCN

Provide Copy of this Letter when Applying for Permit



APPENDIX I – CITY ON-LINE PAYMENT PORTAL:

General Information:



Payment Method

Please select the Payment Method below. Your information is secure and is not kept by the City after payment has been authorized. For additional details on security, see the City's Privacy Policy.

-- PLEASE READ CAREFULLY --

I hereby authorize the City of Chicago to charge the amount specified to the designated credit card or account. I understand and agree to pay the card issuer/issuing institution per the terms and conditions established for the card or account specified by the issuing institution. I understand and agree that if an amount is uncollectible as a result of the indicated account being closed or cancelled, the charge will be placed in dispute, or otherwise, then any payments applied by the City of Chicago will be reversed and the debt will remain outstanding, and I will pay the City of Chicago a nonpayment fee of \$34. By clicking "Next" I am acknowledging that I have read and understand the terms and conditions of payment.

If making payment by Credit Card, a Service Fee payment of 1.97% or \$1.00, whichever is greater, is required.

Accepted Payment Methods

○Check



You will be able to pay either by Credit Card or by Check. Click the radio button next to the payment method of your choice and click the next button

Credit Card Payment:



Service Fee Agreement

You have decided to pay \$50.00 by credit card, which requires a service fee of \$1.00, for a total amount paid by your credit card of \$51.00. Select **Next** to agree to pay the total amount above by credit card. Select **Cancel** to pay by check.



If paying by credit card a service fee notification will appear. Click the next button if you agree to pay the service fee. If you wish to pay by check, click the Cancel button and select the Check radio button on the previous screen to continue.

If you click on the payment by credit card option, the following screen will appear:





Credit Card Information

Please enter your credit card information below. Your payment information is secure and is not saved or stored after the payment amount has been authorized.

| You have 15 minutes to complete the checkout process. After 15 minutes your session will be automatically cancelled. Required fields are indicated by *. |
|--|
| Credit Card Type* |
| ○Visa○MasterCard○American Express○Discover |
| Credit Card Number * Please enter the credit card number, without any spaces or hyphens between the numbers |
| Expiration Date * MM |
| CVV/Verification # * Visa, Mastercard and Discover: Turn the card over. Enter the last three digits printed at the far right side of the signature box. American Express: Look for the 4-digit code printed on the front of your card, just above and to the right of the card number |
| Name on Card * |
| Please enter the cardholder name as it appears on the credit card |
| Billing Address * |
| Please enter the credit card billing address |
| City * |
| State * Zip/Postal Code * Illinois Zip/Postal Code * |
| Back Reset Next |
| Fill in all the information requested. |

Use the radio buttons to select credit card type:

| Credit Card Type* |
|-------------------|
| √Visa |
| MasterCard |
| American Express |
| Discover |



| Credit Card Type* |
|--|
| ○Visa |
| ® MasterCard |
| OAmerican Express |
| Obiscover |
| Credit Card Number * |
| |
| 5444009999222205 |
| Please enter the credit card number, without any spaces or hyphens between the numbers |
| Expiration Date * |
| |
| 02 🗸 2025 🗸 |
| CONTROL OF THE STATE OF THE STA |
| CVV/Verification # * |
| 777 |
| Visa, Mastercard and Discover: Turn the card over. Enter the last three digits printed at the far right side of the signature box. American Express: Look for the 4-digit code printed on the front of your card, |
| just above and to the right of the card number |
| News a Soult |
| Name on Card * |
| Company Name |
| Please enter the cardholder name as it appears on the credit card |
| Pilling Address # |
| Billing Address * |
| 234 Street |
| Please enter the credit card billing address |
| |
| City * |
| Anytown |
| |
| State * Zip/Postal Code * |
| Illinois • 77777 |

Click on the <Reset> button to clear your entry or the <Next> button to proceed. If the <Next> button is pressed a confirmation screen will come up:



Order Verification

Your order is now ready for processing; please review it carefully. If you would like to change the payment information, click the 'Edit Payment Information' button. Please do not use the back button of your browser since data on the previous page has expired.

Please be advised that, after submitting your payment, it may take up to 30 minutes to update the status of your account(s), permit(s), or ticket(s). Please wait before attempting to pay again.

Order Information

| Item | Description | Quantity | Amount |
|-----------------------|-------------------------|----------|---------|
| Admin Fee | Admin Fee | 1 | \$50.00 |
| CC_FEE | Credit Card Service Fee | 1 | \$1.00 |
| Total Payment Amount: | \$51.00 | | |

Payment Information

Name: Company Name

Address: 234 Street, Anytown, IL 77777

Card #: **5444xxxx2205** Exp Date: **02/25**

To submit this order, please click the "Submit Payment" button only once.



To make a change click on the **<Edit Payment Information>** button to submit the payment, choose the **<Submit Payment>** option.

Payment by Check:

If you picked the payment by check option,

Payment Method

Please select the Payment Method below. Your information is secure and is not kept by the City after payment has been authorized. For additional details on security, see the City's Privacy Policy.

-- PLEASE READ CAREFULLY --

I hereby authorize the City of Chicago to charge the amount specified to the designated credit card or account. I understand and agree to pay the card issuer/issuing institution per the terms and conditions established for the card or account specified by the issuing institution. I understand and agree that if an amount is uncollectible as a result of the indicated account being closed or cancelled, the charge will be placed in dispute, or otherwise, then any payments applied by the City of Chicago will be reversed and the debt will remain outstanding, and I will pay the City of Chicago a nonpayment fee of \$34. By clicking "Next" I am acknowledging that I have read and understand the terms and conditions of payment.

 $If \ making \ payment \ by \ Credit \ Card, a \ Service \ Fee \ payment \ of \ 1.97\% \ or \ \$1.00, \ whichever \ is \ greater, is \ required.$

Accepted Payment Methods



the following screen will appear:



Check Information

Please enter your account information below. Your payment information is secure and is not saved or stored after the payment amount has been authorized. You have 15 minutes to complete the checkout process. After 15 minutes your session will be automatically cancelled. Required fields are indicated by *.

ABA/Routing Number *

Please enter the routing number, without any spaces or hyphens between the numbers

Bank Account Number *

| Please enter the account number, without a | ny spaces or hyphens between the numbers |
|--|--|
| Name on Account * | |
| | |
| Please enter the account holder name | |
| Bank Account Type* | |

Business

| MRN00 | 1234,567890; | 1234,5m67890; | 190675





If your bank account has fraud protection please call Customer Services at 312-747-4747 to get the City's identification number. This will need to be provided to your bank before making the payment.

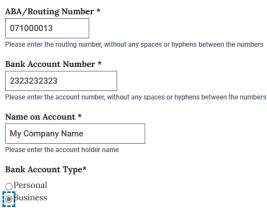


Personal

Fill in all the information requested.

Check Information

Please enter your account information below. Your payment information is secure and is not saved or stored after the payment amount has been authorized. You have 15 minutes to complete the checkout process. After 15 minutes your session will be automatically cancelled. Required fields are indicated by *.



Note: you will need to indicate if you are using a business or personal checking account.

Click on the <Reset> button to clear your entry or the <Next> button to proceed. If the <Next>



button is pressed a confirmation screen will come up:

Order Verification

Your order is now ready for processing; please review it carefully. If you would like to change the payment information, click the 'Edit Payment Information' button. Please do not use the back button of your browser since data on the previous page has expired.

Please be advised that, after submitting your payment, it may take up to 30 minutes to update the status of your account(s), permit(s), or ticket(s). Please wait before attempting to pay again.

Order Information

| Item | Description | Quantity | Amount |
|-----------------------|-------------|----------|---------|
| Admin Fee | Admin Fee | 1 | \$50.00 |
| Total Payment Amount: | | | \$50.00 |

Payment Information

Name: My Company Name Account #: 2323232323 Routing #: 071000013

To submit this order, please click the "Submit Payment" button only once.



To make a change click on the **<Edit Payment Information>** button to submit the payment, choose the **<Submit Payment>** option.

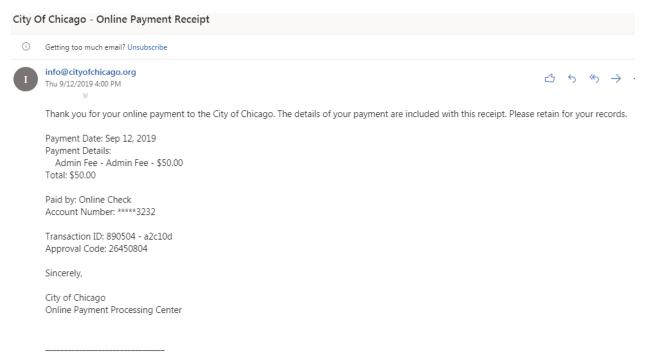
Payment Verification:

Regardless which payment method you selected, once payment is submitted a confirmation page will appear on your screen.





Please print and retain for your records. A payment receipt will also be emailed to you.



This e-mail, and any attachments thereto, is intended only for use by the addressee(s) named herein and may contain legally privileged and/or confidential information. If you are not the intended recipient of this e-mail (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this e-mail, and any attachment thereto, is strictly prohibited. If you have received this e-mail in error, please respond to the individual sending the message, and permanently delete the original and any copy of any e-mail and printout thereof.



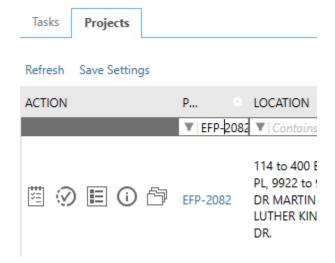
APPENDIX II - REPORTS:

There are several system reports that will be helpful to you in determining the status of your requested review.

Sidewalk restor

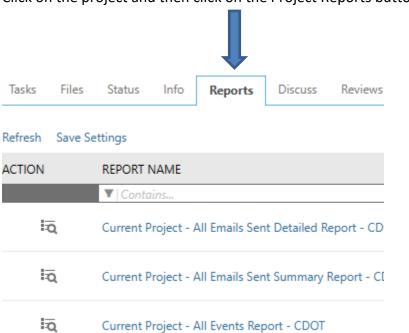
Under the Projects tab Tasks **Projects** Refresh Save Settings PR... LOCATION DESCRIPTION ACTION ▼ | Contains ▼ | Contains... ▼ | Contains... EFP-2083

Query for the project you want to check the status of





Click on the project and then click on the Project Reports button



Search for one of the following reports and click on the icon to the $\underline{\mathsf{left}}$ of the report name to run the report



ProjectFlow - Department Review Status - CDOT

Shows status of project (completed) reviews



Department Review Status Report

| Project Name: | EFP-3562 |
|---|----------------------------|
| Workflow Started: | 09/16/2019 9:37 AM |
| Report Generated: 09/16/2019 02:09 PM | |
| Project Description: Proposed installation approximately 250 feet of 8-inch water main in N. Hamlin Avenue. | |
| Project Status: Applicant Corrections | |
| Project Location: | 4761 to 4824 N HAMLIN AVE. |

| Cycle | Department | Reviewer | Email | Status | Date Assigned |
|------------|------------|----------|-------|--------|---------------|
| ⊞ 1 | | | | | |





| Cycle | Department | Reviewer | Email | Status | Date Assigned | Date Completed | Reviewer Comments | Applicant Com |
|-------|--------------------|--------------------|--------------------------------------|--|---------------------|---------------------|-------------------------|---------------|
| | ATT ILLINOIS SBC | Sheetal DeptReview | Sheetal.deptreview@cityofchicago.org | Approved with Conditions | 09/16/2019 10:56 AM | 09/16/2019 12:20 PM | Facility support needed | |
| | ATT LOCAL NETWORK | Sheetal DeptReview | Sheetal.deptreview@cityofchicago.org | Approved - Permit Issuance Authorized | 09/16/2019 10:56 AM | 09/16/2019 12:21 PM | N/a | |
| | BUREAU OF FORESTRY | Sheetal DeptReview | Sheetal.deptreview@cityofchicago.org | Conflict - Corrections Required - Permit Issuance Not Authorized | | 09/16/2019 12:24 PM | Need BOF permit and Fee | Paid |
| | CDOT DIM PCO | George Keck | gkeck2@cdotutilitypmo.org | Approved with Conditions | 09/16/2019 10:56 AM | 09/16/2019 12:05 PM | | |
| | CDOT ELECTRICAL | George Keck | gkeck2@cdotutilitypmo.org | Approved - Permit Issuance Authorized | 09/16/2019 10:56 AM | 09/16/2019 12:41 PM | | |
| | CDOT ENGINEERING | George Keck | gkeck2@cdotutilitypmo.org | Conflict - Corrections Required - Permit Issuance Not Authorized | | 09/16/2019 12:43 PM | | Corrections m |

Current Project - Transmittal Review Form - CDOT:

Shows the OUC Transmittal Form and all activity history within a cycle



City of Chicago Department of Transportation Office of Underground Coordination 30 N. LaSalle St., Suite 310, Chicago, IL 60602 Phone# (312) 744-4828



| Transmittal Review Form | | | | | |
|-----------------------------------|------------------------------|-----------------------|--------|----------------|------------------------------|
| Status: OUC File #: | | In Review EFP-3562 | | | |
| Response Required Date: 3/16/2020 | | | | | |
| Author: | | | | Submitting | Agency: |
| Name: | Ima Test | | | Name: | Ima Test |
| Company: | CDOT - In House Construction | | | Agency: | CDOT - In House Construction |
| Address 1: | 1501 W. Pershing Rd. | | | Address 1: | 1501 W. Pershing Rd. |
| Address 2: | None | | | Address 2: | None |
| City: | Chicago | | | City: | Chicago |
| State: | IL . | | State: | IL . | |
| Zip: | 60609 | | Zip: | 60609 | |
| Phone: | (312) 744-4141 | | Phone: | (312) 744-4141 | |
| Email: | mdelin@spaantech.con | 1 | | Email: | mdelin@spaantech.com |

| Project Information: | |
|---|--|
| • | |
| Project Description: | Proposed installation approximately 250 feet of 8-inch water main in N. Hamlin Avenue. |
| Are manhole/handhole installations planned in the public way? | Yes |
| Number of Manholes: | 2 |
| Tunneling (Includes Directional Boring) Variance Request? | No |
| Excavation or penetration approaching 12 feet or more? | Yes |
| Do you have one of the following? | CDOT GeoTech Project Number: DOT-091619 |
| Project Number: | 18-01:106 |
| Construction Date: | 10/16/2019 |
| Project Location: | |
| Address 1: | 4761 to 4824 N HAMLIN AVE. |
| Address 2: | |
| Project Coordinator 1: | Ima Test |
| Email: | mdelin@spaantech.com |
| Phone: | (312) 000-0000 |
| Project Coordinator 2: | |
| Email: | |
| Phone: | |

| | | <u>Files</u> | | | | | |
|------------|---|----------------|---------|------------------------|------------|------------|----------------------|
| Name | File Name | File Size (kB) | Version | Upload Date | Page Count | Sheet Size | Last Mod Date |
| □Documents | Manhole Justification Letter VZ-ST-1964.pdf | 111 | 2 | 1 9/16/2019 9:52:20 AM | 1 | 8.5x11.0 | 9/16/2019 9:52:20 AM |
| ⊞Drawings | | | | | | | |



Checklist Items

| Groupi ‡ | Cyc : le | Ref : | Group Name/ Updated By | Type ‡ | Category Type | Reviewer Comment | Applicant Response | Status \$ | Last ‡ Updated |
|--------------|-------------|-------|---|--------|----------------------|---|--------------------|------------|------------------------|
| | | 1 | CHICAGO PARK DISTRICT Matthew Peterson | | Department Review | Project does not affect existing facilities | | Unresolved | 09/16/2019 11:03 AM |
| | | 2 | COMCAST Matthew Peterson | | Department Review | Project location interferes with existing facilities - Facility relocation required | | Resolved | 09/16/2019 11:04 AM |
| | | 3 | COMCAST Matthew Peterson | | Department Review | Project location interferes with existing facilities - Facility support required | | Unresolved | 09/16/2019 11:05 AM |
| | | 4 | COMED DISTRIBUTION Matthew Peterson | | Department Review | Permit Issuance Authorized | | Unresolved | 09/16/2019 11:06 AM |
| | ⊟1 | 5 | COMED TRANSMISSION Matthew Peterson | | Department Review | Conflict Resolved by Project Coordinator | | Resolved | 09/16/2019 11:06 AM |
| | | 6 | CTA MAINTENANCE Matthew Peterson | | Department Review | Project affects existing service line(s) | | Resolved | 09/16/2019 11:07 AM |
| | | 7 | CTA TRAFFIC Matthew Peterson | | Department Review | Project does not affect existing facilities | | Info Only | 09/16/2019 11:08 AM |
| | | 8 | MWRD Mark Delin | | Department Review | Project affects existing facilities | | Unresolved | 09/16/2019 11:18 AM |
| | | 9 | MCI METRO ATS WU Mark Delin | | Department Review | Project location interferes with existing facilities - Facility support required | | Unresolved | 09/16/2019 11:29 AM |
| | | 10 | LEVEL 3 LOOKING GLASS Mark Delin | | Department Review | Permit Issuance Authorized | | Unresolved | 09/16/2019 11:31 AM |
| ⊟Main | | 11 | CDOT DIM PCO George Keck | | Department Review | Project does not affect existing facilities | | Unresolved | 09/16/2019 11:35 AM |
| Workflo w | | 12 | CDOT ELECTRICAL George Keck | | Department Review | Project affects existing facilities | | Unresolved | 09/16/2019 11:35 AM |
| | | | CDOT ENGINEEDING | | Danartmant | | | | 00/46/2040 |

Office of Underground Coordination Member Response

| Сус | le Responded B | y Date Completed | Status | Reviewer Comments | Applicant Comments | | |
|--|------------------------------|------------------|--------|-------------------------------|-----------------------------|--|--|
| ⊞ ' | | | | | | | |
| | OUC Project Manager Comments | | | | | | |
| Cycle | Date Started | Date Completed | | Resubmit Coordinator Comments | Resubmit Applicant Comments | | |
| 1 | 9/16/2019 10:56:38 AM | | | | | | |
| This OUC Review will expire 6 months after the response required date within the area bounded by North Ave., Halsted Ave., Cermak Rd., and Lake Michigan and one year from the response required date outside of these limits. | | | | | | | |

End of Transmittal & Review Form



APPENDIX III - IR BOUNDARY SELECTION OPTION:

For IR reviews you have the option of selecting a boundary (i.e., rectangle containing work area) instead of using either a project point or line. Click on the Change Input Mode link (located on the top of the page) to proceed





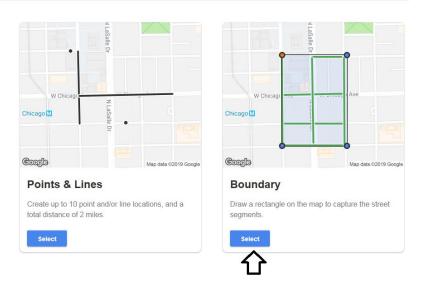
PROJECT REQUEST

Enter Project Locations Change Input Mode

You can enter up to 10 locations and a total distance of 2 miles. (0.00 / 2.0 miles)

Select the Boundary mode





Click on the map to indicate the starting point. Place the cursor over that point, then left click and hold. Drag the mouse to draw a rectangle.





PROJECT REQUEST

Enter Project Locations Change Input Mode

Set the starting point, then drag diagonally to complete the boundary. A boundary cannot cover more than 6 blocks (equivalent to $2,613,600 \, \mathrm{ft}^2$).

Starting Point

0

106 W WASHINGTON ST

Enter address or intersection.

BOUNDING STREETS

North: W WASHINGTON ST

East: N DEARBORN ST

South: W MADISON ST

West: CLARK ST

Show streets captured in the area

Clear Boundary

Click on the **Submit** button

Submit





APPENDIX IV – STANDARDS:

Standards allow for easy identification of drawings by naming convention in order to facilitate the most efficient review.

Folder Structure:

- All drawings shall be placed in the "Drawings" folder for each project.
- All documentation (non-drawing files such as manhole justification letter) shall be placed in the "Documents" folder for each project.
- IR location map should be placed in the "Drawings" folder.
- Files for completed and approved reviews will appear in the "Approved" folder. This folder will not be available until project completion.

File Naming Standards:

- **Drawings** should be named after the project (e.g., EFP-#####) and should be saved as a single .PDF file with multiple sheets in the "Drawings" folder.
- When submitting revisions, keep the file name the same and save as a single .PDF file with multiple sheets in the "Drawings" folder.
- IR location map should be saved as a .PDF in the "Drawings" folder and should be named after the project (e.g., IR-######).

Folder Type Standards:

The ProjectDox review software does not modify plans; it creates a separate layer for the reviewers' comments and markups. Plans and other documents may be submitted in the following formats:

- Drawings: .PDF
- Supporting Documents: .PDF

Special Instructions for Small Cell/DAS Reviews:

In the project description field (see page 16) indicate if the Small Cell/DAS installation will be on a City or non-City pole using the following code:

- DASC for installations on City Poles use SCEFP for reviews
- DASU for installations on non-City (Utility) Poles (generally these are wooden poles)

OUC requirements for Small Cell/DAS Reviews include the following:

- A. Project number should begin with the following code:
 - 1. DASC if a City of Chicago Pole is being used
 - 2. DASU if a private utility pole is being used
- B. For EFP reviews both the OUC form and submitted plans must include:
 - 1. The Division of Engineering provided Work Order Number
 - 2. The device Node Number



- 3. EFP submittal issues
- C. Clearly indicate on the plan submittal who the work is being performed for (Company logo is sufficient)
- D. Length of fiber and power conduit must be clearly indicated on the submitted plans
- E. If a City of Chicago Pole is being utilized the submitted plans must indicate:
 - 1. The approximate street address of the pole
 - 2. The longitude and latitude of the pole
- F. The OUC should be notified whose conduit and manholes are being utilized
 - 1. City Conduit Agreement
 - 2. If using non-city conduit or manhole the OUC should be provided a copy or indicate on plans either the agreement or the approval number
- G. A picture of the pole being used (city or utility)
- H. Device node numbers must be on the plans
- I. Include ward number of the DAS installation on the drawings



APPENDIX V - HOW TO REQUEST A NEW COMPANY BE ADDED:

When entering a request if your agency is not appearing in the Company field follow the instructions appearing below the company field to request your agency be added to the software:

| Company * | | |
|--------------------|--|----------|
| | gency name in the field above. After typing a character in the field, a list of agencies should appear. Please select your agency does not appear, please clock on this link to submit a new agency request. You will be notified by email d. | |
| Please select your | ur agency from that list. If your agency does not appear, please click on this link to submit a new agency | request. |

The following form will appear for you to fill out and submit:



City of Chicago

Department of Transportation Office of Underground Coordination 30 N. LaSalle St., Suite 310, Chicago, IL 60602 Phone: 312-744-4828 | Fax: 312-742-3138



| Request a Company | Submit Request | |
|-------------------------|----------------|----------|
| Company Name | | |
| Agency Type | | |
| Select agency type | | * |
| Address Line 1 | | |
| Address Line 2 Optional | | |
| City | State | Zip Code |
| | Select state ▼ | |



| Contact Name | |
|-----------------|---------------|
| Contact Phone | Ext. Optional |
| Contact Email | |
| Fax Optional | |
| Mobile Optional | |
| Submit Request | |

When all the required fields are filled in you will be able to submit the request by clicking on

Submit Request

The OUC will review to confirm that the agency is not currently in the system and you will be notified by email once the request is processed. Typically, you will be notified within one business day.



APPENDIX VI - FREQUENTLY ASKED QUESTIONS (FAQ):

1. How long is the review process?

The review process is 30 days

2. During the review period, will applicants be able to see the responses as they come in?

You will be able to see responses, attachments, checklist items and any "changemarks" by checking the Transmittal Review Form report

3. If someone does not respond within the review period, does the project stay in ProjectDox as "Under Review" or does it get released with missing responses?

It will say "In-Review" Status. We need all member responses before the project moves to next step (PIA or send back to applicant for corrections)

4. How long does it stay "Under Review" and what is the process for releasing that project?

The project will stay "Under Review" until all reviewing agencies approve the project and all checklist and "changemark" items are resolved. The OUC will release projects within two business days once all requirements are met.

5. Can a bounding box be used for EFPs?

No, boundary boxes can only be used for IRs

6. Will we be able to add a boundary box for IRs or do we draw lines for our entire area like we do for EFPs?

Boundary box site selection is available for IR requests, by clicking on the "Change input mode" button

7. How long will it take until a project appears in dotMaps?

Once the project enters the "In Review" state, the response required date should available and the project will be added to dotMaps within 40 seconds. If there are no reviewers assigned to the project, dotMaps will not be able to obtain a response required date and dotMaps will wait additional time up to 2 minutes, attempting to retrieve a response required date before adding it to the dotMaps map. If no date is obtained after 2 minutes, the project is added with a start of today.



8. Once an EFP form and drawing are submitted, how long does the Prescreen process take?

It depends on OUC Staffing Level; the goal is 2 Working Days

9. When entering an EFP or IR submittal you are interrupted and have not saved, does the system autosave your last completed entry or last completed section?

It will be saved and can be accessed under the "Saved Applications" section.

10. How long of a period of inactivity before the system times out?

Two (2) hours

11. Is there a text limit for the project name?

There is a text limit of 50 characters

12. Is there a text limit for the project description?

There is a text limit of 1,000 characters

13. When drawings are uploaded what is the purpose of adding group members?

Add Group members to provide View (e.g., to a consultant) or Applicant rights (useful if in the event of the primary reviewer going on vacation or a long absence) to other people. You can remove these users if they no longer need access to the project.

14. Are revised drawings are attached by set or by individual sheet?

Drawings are submitted the same way as the original submittal.

15. Where are the comments added by the applicant to describe for OUC the changes that were made?

Applicant Comment Section.

16. When Water Permits and Check Receipts are uploaded to the Project Documents, does the project cycle back to the water department for a 7-day Cycle review or does completion of the checklist item(s) by the Applicant cause it to be progressed to PIA automatically?

YES. Water need to update the Check list status

17. What accuracy is needed to be input in DotMaps to calculate mileage (What happens when installation is 10' past the intersection)?



Enter the information as close as possible to avoid unnecessary conflicts and proper permits.

18. If I have a question regarding the system or encounter a problem who do I contact?

You can mail the OUC at ouc@cityofchicago.org



APPENDIX VII – EXPEDITED REVIEW:

OUC project reviews will be completed within 30 days. If a project owner, or an agency working on their behalf, determines that work must begin in less than 30 days, they can apply for an expedited review. Expedited reviews, which are completed in 15 days, are reserved for emergency situations (e.g., a building's deadline for services is three weeks from the submittal date). OUC applies a conservative standard when determining if a project warrants an expedited review. Project owners seeking approval for an expedited review must submit their request to OUC@cityofchicago.org along with the following information:

- plan set;
- detailed explanation of why an expedited review is necessary;
- contractor information; and
- construction schedule.

Expedited review requests must be submitted to OUC before submitting the project. OUC staff will critically review all expedited review requests. Starting in 2020, OUC will apply a review fee (per the following schedule) to every project granted an expedited review. The fee schedule allows different members a specific number of expedited reviews before the fee is applied.

| | STANDARD | EPEDITED | NUMBER OF EXPEDTETED REVIEWS |
|----------------------|------------|-------------------|------------------------------|
| MEMBERSHIP | REVIEW FEE | REVIEW FEE | BEFORE THE FEE IS APPLIED |
| Non OUC Member | \$50.00 | \$250.00 | 0 |
| OUC Associate Member | \$0.00 | \$250.00 | 10 |
| OUC Executive Member | \$0.00 | \$250.00 | 25 |
| Sister Agency | \$0.00 | \$250.00 | 0 |

Expedited reviews are only for Existing Facilities Protection (EFP) reviews. As stated above these reviews are for projects that require immediate construction and must be pre-approved by the OUC. To ensure that your request is speedily processed, contact the OUC and provide them the project review number once you submit your request for the review to be expedited.

The system entry process to request an expedited review is the same as any EFP review with a few additional steps.

Prior to selecting the project location(s) in the dotMap Selection section click on the **Save for Later** button at the bottom of the form.

Save for Later

Next click on the **Open DotMAP to Select/View Project Boundaries** hyperlink. A new window will appear where you can enter your project locations. Once you complete entering the project locations click on the **Request an Expedited Review** checkbox.

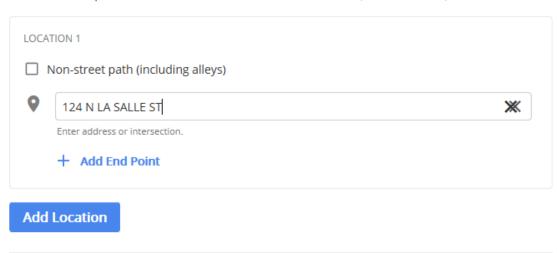




PROJECT REQUEST

Enter Project Locations

You can enter up to 10 locations and a total distance of 2 miles. (0.00 / 2.0 miles)



Request an Expedited Review

If your project requires immediate construction, you can request the review of your project locations to be expedited. Expedited reviews may incur a fee depending on your agency. Expedited reviews are granted on a limited basis, and we cannot guarantee that every request will be approved.



Once you click on the expedited review checkbox you will be asked if the project overlaps with another project starting within the next 40 days.



Select **Yes** or **No** from the drop down.

In the text box below the overlap question

Why is an expedited review necessary? If there is an overlap, please indicate the location of overlap and the overlapping agency name.



Provide a reason for the expedited request and if there is a project overlap the location of the overlap and the name of the company doing the work.

Reason of Request

<Type reason in this text box - up to 500 characters in length>

64/500

If you are an OUC executive member agency you are allowed up to 25 expedited reviews per year before you are charged for this service (non-executive members are charged \$250 per expedited review). A message will appear indicating the current number of expedited review requests that have been made.



Once all the project location(s) have been entered and the **Request an Expedited Review** checkbox is selected, click on the **SUBMIT** button located on the top right of the form.



A message will generate to confirm you are requesting an expedited review.



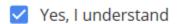
Submit Locations

| You're requesting an expedited review on the locations you entered. You cannot modify the locations once you submit. | | | | | | | |
|--|--|--------|--------|--|--|--|--|
| Yes, I understand | | | | | | | |
| | | Cancel | Submit | | | | |

Click the Yes checkbox and then the Submit button

Submit Locations

You're requesting an expedited review on the locations you entered. You cannot modify the locations once you submit.



Cancel Submit

The following message will appear instructing you to either stay on the page or check your in-box for information on when you can proceed with the project.





You have successfully requested an expedited review on the project locations.

Your request for expedited review will be processed as soon as possible.

You cannot modify the locations any further.

Please stay on this page or check your inbox for updates.

The OUC reserves the right of whether to approve the request or not.



Remember to contact the OUC Office to inform them of this request

You will receive an email informing you of whether the expedited request has been approved or denied (Note: if you stay on the screen the system will refresh after the OUC response to allow you to proceed with the submittal as either an expedited or standard review).

Approved Expedited Review



Your request has been approved.

The OUC Administrator has approved your expedited review request. The cost of the expedited review is 250. Please return to the application and complete the rest.



Email Approval Notification

Your Expedited Review Request Has Been Approved



CDOT Map <noreply@cdotmap-staging.appspotmail.com> Wed 7/14/2021 10:06 PM To: Mark Delin

Hi Mark,

Your expedited review request has been approved. The cost of the expedited review is \$250.00.

Click here to proceed with your application (You need to be logged in.)

Regards,

Office of Underground Coordination

Project Information

Name: EFP 07/13/21 - Expedited Fee #2

Description: test

Construction Date: 07/30/2021

Location: Open OUC Preview

This is a system-generated message. Please do not reply.



You can now proceed with the standard application process.

Denied Expedited Review



Your request has been denied.

The OUC Administrator has rejected your expedited review request. You may modify your project locations and re-submit.

If your expedited review has been denied, you will be able to proceed as a standard review.



Email Denial Notification

Your Expedited Review Request Has Been Denied



CDOT Map <noreply@cdotmap-staging.appspotmail.com> Thu 7/15/2021 10:05 AM To: Mark Delin

Hi Mark,

Your expedited review request has been denied. You may modify your project locations and re-submit.

Click here to return to your application (You need to be logged in.)

Regards,

Office of Underground Coordination

Project Information

Name: EFP 07/13/21 - Expedited Fee #3

Description: test

Construction Date: 08/28/2021

Location: Open OUC Preview

This is a system-generated message. Please do not reply.



APPENDIX VIII - REQUEST A NEW AGENCY/COMPANY

If this is the first request being made by the "Requestor" and/or the "Submitted For" agency the agency will not appear in the Company drop down list. You will need to request the company be added to the system by clicking on the **link** hyperlink under the Company field.



The following request form will generate, fill in the requested data:



City of Chicago

Department of Transportation
Office of Underground Coordination
30 N. LaSalle St., Suite 310, Chicago, IL 60602
Phone: 312-744-4828 | Fax: 312-742-3138



| Request a Company | / |
|-------------------|---|
|-------------------|---|

Submit Request

| quossa company | |
|--------------------|-------------------|
| Company Name | |
| | |
| Agency Type | |
| Select agency type | |
| | Select agency |
| | type from options |



| ddress Line 2 Optional | |
|---|---|
| ity | State Zip Code Select state |
| | Select State from options in the dropdown |
| | |
| | |
| | Ext. Optional |
| Contact Phone | Ext. Optional |
| Contact Phone Contact Email | Ext. Optional |
| Contact Phone Contact Email Fax Optional | Ext. Optional |
| Contact Name Contact Phone Contact Email Fax Optional Mobile Optional | Ext. Optional |

Once the required fields are filled out the Submit Request button will turn green.

Submit Request

To submit the request, click on the Submit Request button. You will be notified when the company is added (or if it is determined that the company already exists in the system) and you can proceed with the submittal.



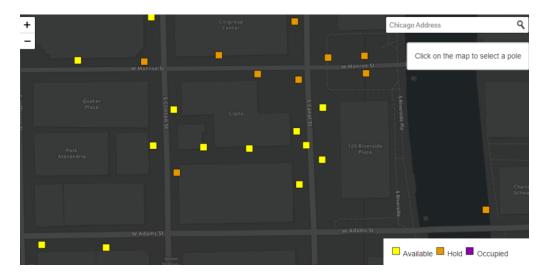
APPENDIX IX - GIS POLE SELECTION FOR SC REQUESTS:

GIS Pole Location Section:

Use this section to provide the pole location of your project.

| GIS Pole Location Section | |
|---------------------------------------|--|
| If you need to change the submission | in type after clicking the GIS link, please set the Agency Confirmation dropdown back to No, then Yes again. |
| Open GIS Pole Location Application to | Select Your Pole |
| Confirmation | ☐ I have selected the Pole in GIS using the link above. |
| Pole ID | |
| Address | |
| Pole Style | |
| X Coordinate | |
| Y Coordinate | |
| Latitude | |
| Longitude | |

Click on the **Open GIS Pole Location Application to Select Your Pole** hyperlink. A new window will appear where you can enter your project locations



Traffic poles are excluded from this display. Light poles are colored coded as follows:

- Yellow = Available (select a yellow location for "New Pre Pole Location Approval")
- Orange = Location on Hold (pole reviews are in process)
- **Purple** = Occupied (not available for "New")



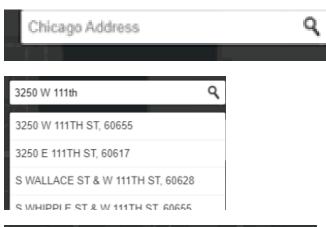
Based on the submission type selected you should only see the poles that are available for your use:

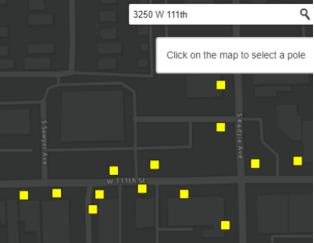
| SUBMISSION TYPE | POLE CATEGORY | POLE COLOR | |
|-----------------------------------|------------------|------------|--------|
| New – Pre Pole Location Approval* | Available & Hold | Yellow | Orange |
| Upgrade* | Occupied & Hold | Purple | Orange |
| Additional Provider – Max 2 | Occupied & Hold | Purple | Orange |
| Providers/Pole* | | | |
| Decommission | Occupied & Hold | Purple | Orange |

^{*}Submission type will be available in the future

Similar to on-line map programs (e.g., Google Maps; Microsoft Bing) you can move around the map by right clicking on you mouse to reposition your display); you can zoom in and out by using the + or – buttons on the top left corner of the display.

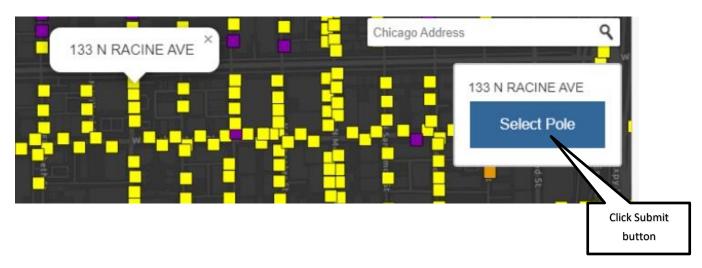
You can also zoom to a location by typing the location in the Chicago Address search box on the upper right hand side of the dsplay.







Click on the box (which represents a city light pole) to select the pole you want to decommission the small cell on



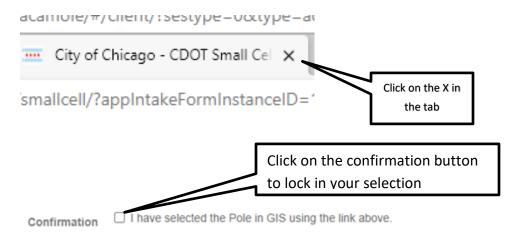
Then click the "Select Pole" button to confirm your selection and you will see a note 'Pole Added' on top right corner.

Note: once you click the submit button the pole you selected will show as being on hold (orange)



If you selected the wrong pole, click on the correct pole and click on the select pole button. The original selected pole will turn yellow and the new pole will show as orange.

Click on the x on the internet tab and you will return to the application form





| Confirmation | I have selected the Pole in GIS using the link above. |
|--------------|--|
| | GIS link will redirect to view only page after confirmation. |
| Pole ID | 328927 |
| Address | 133 N RACINE AVE |
| Pole Style * | 25 ft. Arterial Embedded |
| X Coordinate | -87.65667275848607 |
| Y Coordinate | 41.88401185316416 |
| Latitude | 41.884012 |
| Longitude | -87.656673 |



APPENDIX X - SYSTEM REQUIREMENTS:



System User Requirements



4835 East Cactus Road Suite 420 Scottsdale, Arizona 85254 Phone: 602.714.9774 www.avolvesoftware.com

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About this Guide

Welcome to ProjectDox, before using the ProjectDox system for the first time, please verify the following items are disabled and/or installed on your system. The following pages will provide you information on how to configure these items for access to collaborate and review your information electronically, 24/7.

- Pop-up Blocker disabled (if applicable)
- ProjectDox Components installed

| Icon | Represents | | | |
|-----------|----------------------------------|--|--|--|
| 1 | Caution | | | |
| Λ | If not done correctly, roadblock | | | |
| | Good to know | | | |



General Information

Client Hardware and O/S Specifications

Uniform specifications on end-user hardware, software capabilities and configuration will have a big impact on the end-user experience. We recommend deploying (at most) two types of end-user hardware with standard configurations.

| | Client Specifications |
|--------------------------|---|
| Operating System | Windows 10, Windows 8, Windows 7* (64 bit OS), Mac OS 11, iPad, Windows Tablet |
| Processor | 4 Cores, Processors 2.0 GHz or faster |
| Memory | 8 GB RAM or more |
| Browser Cache | In Internet Explorer (IE), this is 50MB by default and in most browsers, it can be increased to 250MB or up to 1GB. For Internet Explorer the recommended cache is 1GB. |
| Graphics Card | Single Monitor Support - Dedicated Graphics Card with Minimum 1GB Memory, Dual Monitor Support - Dedicated Graphics Card with Minimum 2GB Memory |
| Recommended Web Browsers | IE 11, latest Edge, Chrome, Safari 14.1(On MacOS 11 - Big Sur), and Firefox. |
| Display | 22" or larger with at least 1920 x 1080 screen resolution, screen resolutions under 2.5K are supported for Internet Explorer |
| | oorted. Users with Windows 7 64 bit OS will require |

^{*} Windows 7 is not officially supported. Users with Windows 7 64 bit OS will require Windows Update KB2999226: Update for Universal C Runtime prior to installing the ProjectDox components. https://support.microsoft.com/en-us/help/2999226/update-for-universal-c-runtime-in-windows

Requirements

The Matrix below displays the requirements needed for each browser to interact properly with the ProjectDox application, as of publication.

| Requirements | IE 11 | Firefox | Chrome | Safari | Edge |
|----------------------------|-------|---------|--------|--------|------|
| Configure Pop-up Blocker | Х | X | Х | Х | Х |
| Added to Trusted Site | Х | | | | |
| Disabling the UAC | Х | | | | |
| Installing ProjectDox | Х | | | | |
| Components (one time only) | | | | | |
| Enabling the UAC | Χ | | | | |

Pop-Up Blocker

ProjectDox uses pop-up windows (browser windows with no toolbars). If you log in, but no ProjectDox window appears, or a warning is received, it is likely that a pop-up blocker is preventing the main project window from opening. You need to allow **ALL** pop-ups for the ProjectDox site. You can do this in one of two ways:

- 1. Disable pop-up blockers entirely.
- 2. Configure blocker to allow pop-ups for specified sites. (recommended)



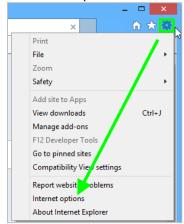
In the following sections, you will find information that will assist in setting up the allowance of pop-ups for several browsers. If after going through the steps you still have difficulty with the ProjectDox application, verify your system has no other pop-up blockers installed.

- Google Search bar is installed, it contains its own pop-up blocker that will need to be disabled.
- Antivirus software can cause similar behavior, review the enforced rules
- Check system anti-virus logs to see if that software may be blocking the site from displaying. If the anti-virus is blocking the installation, add the necessary exceptions.

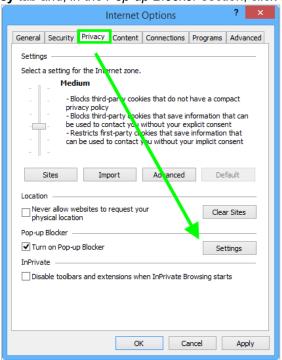
Internet Explorer 11

Configure Pop-Up Blocker

- 1. Select the **Tools** icon in the top right corner.
- 2. Choose Internet Options from the dropdown.



3. Select the **Privacy** tab and, in the *Pop-up Blocker* section, click the **Settings** button.



4. Type the ProjectDox URL in the field within the Exceptions area, then click Add.

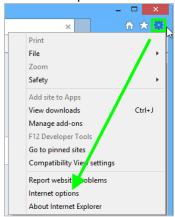




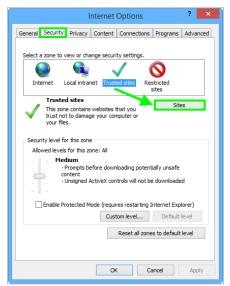
5. Close the window, then click **OK** in the *Internet Options* window.

Adding ProjectDox as a Trusted Site

- 1. Select the **Tools** icon in the top right corner of the browser.
- 2. Choose **Internet Options** from the dropdown.



3. In the Security tab, click **Trusted sites** to highlight, then click the **Sites** button.



4. Enter the URL in the field, then click Add.





5. Close the window, the select **OK** in the *Internet Options* window.

Disabling the UAC

Disabling of the UAC control should be discussed with your network administrator prior to making changes to your system, if applicable.

Windows 8 & 10

1. Select the Windows key on your keyboard.



- 2. When the menu appears, start typing "Change User Account Settings." It will initiate a search.
- 3. Select the following from the search results.



- 4. Click and drag the slide control to *Never Notify*.
- 5. Click **OK** and restart your system. This must be done for the UAC changes to take effect.



The user's permissions level/rights will affect how the UAC works.

A reboot will be required for the change to take effect.

Installing ProjectDox Brava ActiveX Components

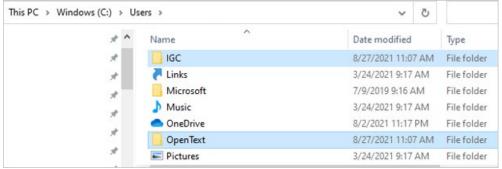
ProjectDox users running Internet Explorer (IE 11) will be required to install the Brava ActiveX components be able to view and markup files. There are two ways users can install the components:



The link to download an MSI file for installing the Brava ActiveX components is available from the admin screen. Admins can use this to download the MSI so they can push it to all of the Jurisdiction's Plans Examiners using IE11.

Project Dox" Avolve News: Avolve Software User Forum - Available! (more details) Admin ------ProjectDox Assembly Info: ProjectDoxNET 9.2.8.9525, 9/9/2021 1:34:56 PM, RELEASE ProjectDoxLib 9.2.8.9525, 9/9/2021 1:34:46 PM, RELEASE UtilitiesLibrary 9.2.8.9525, 9/9/2021 1:34:44 PM, RELEASE ProjectDox.Brava 16.6.4.8508, 9/10/2021 8:54:41 AM, RELEASE ProjectDox.Web.API 3.2.1.7525, 9/9/2021 2:16:54 PM, RELEASE (User: HOST-WEB1\pd_usr) ProjectDox.Web.UI 3.2.1.7525, 9/9/2021 9:06:24 PM, RELEASE (User: HOST-WEB1\pd_usr) Applied Hotfixes: New hyperlink on Pdox Admin page to allow downloading of the Brava ActiveX MSI. ProjectDox Database Script Versions: ProjectDox Core: 9.2.8.9525 ProjectFlow: 3.2.1.7525 ProjectDoxComponents.msi from \ProjectDox\Integration\BravaPlugin Download Brava ActiveX Components \ClientComponents\en \ProjectDoxComponents.msi folder in ProjectDox Identity: Current Time: 3:09:00 AM web server. Current User: Application: HOST-WEB1\pd_usr Trace enabled: False

The other option is to just click on the file you want to view in IE and this will prompt the user to accept the download and installation of the Brava ActiveX components needed in your .\Users\<userFolder> folder:



Administrative rights/access on the user's computer is required to download and install the Brava ActiveX components. If the user does not have admin rights for their computer, the user will need to contact their network administrator to get access to download these components.

If using the MSI from the admin page, the user can accept the defaults to run the MSI and install the controls. If not using the MSI, then after logging in to the site, the user will be prompted by the browser to install the ActiveX control (yellow bar at top of the screen or at the bottom of the screen, depending on system version) when attempting to view help information, or uploading, downloading or viewing files.

Remove Compatibility Mode

ProjectDox sites no longer need to run in Compatibility Mode when using Internet Explorer browsers. To ensure that the ProjectDox site you are accessing is not running in Compatibility Mode, open up Internet



Explorer browser. Select from the Tools Menu, Compatibility View Settings, look for the ProjectDox site address in the list of sites in the section that says "Websites you've added to Compatibility View:". If you find the ProjectDox site in the list, select it and then click on the "Remove" button. Click "Close" after you have removed the site from the list.

Clear Browser Cache

Users are encouraged to clear the Temporary Cache folders for their browsers as there are many changes made recently to ProjectDox. If users do not clear their browser cache folders, they may not be seeing all of the recent updates made to the ProjectDox application. Please see your browser's Help files for instructions on clearing the Temporary Cache folder.

Enabling the UAC

After the installation is complete and each of the actions have been performed once (uploading files, viewing files, downloading files, and viewing help, as applicable) the UAC control can be returned to the former setting. A reboot will be required for the change to take effect.

Google Chrome

It is recommended that users use the 32-bit version of Chrome; it is known to work better with reports in ProjectDox.



To verify what version of Chrome you are using (32 bit or 64 bit), click on Chrome's menu icon and select About Google Chrome. If it is 64 bit, it will say so in parentheses after the version number.

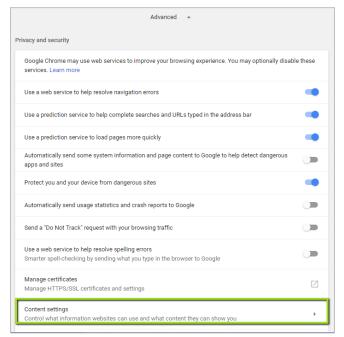
Configure Pop-Up Blocker

- 1. In the top-right corner of Chrome, click the Chrome menu icon :.
- 2. Select **Settings**.

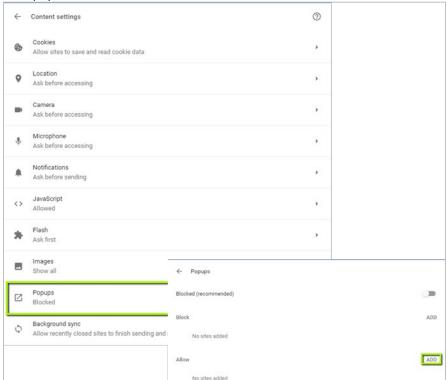


- 3. Click **Advanced**, found at the bottom of the page.
- 4. Under *Privacy and security*, expand the **Content settings** field.





5. Click Popups, click the Add button under the Allow field.



6. Enter the ProjectDox URL, then click the **Add button**. Close out of **Settings** when finished.





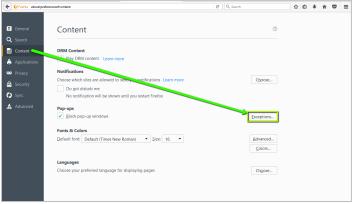
Firefox

Configure Pop-Up Blocker

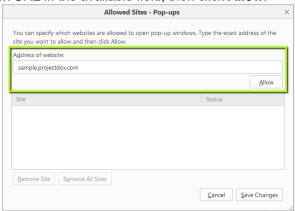
1. Click the menu button and select **Options**.



2. Click the Content menu, and select the Exceptions button next to the Pop-ups field.

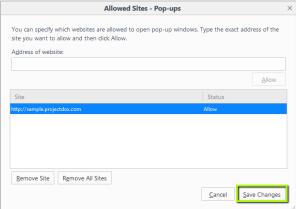


3. Enter the ProjectDox URL in the available field, then click Allow.





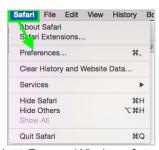
4. Click the **Save Changes** button.



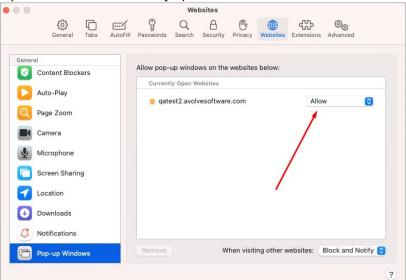
Safari

Configure Pop-Up Blocker

1. Select Safari > Preferences.



2. Click the **Websites** icon and select *Pop-up Windows* from the menu on the left, choose *Allow* from the dropdown next to the currently open website.



3. Close the window.

Edge

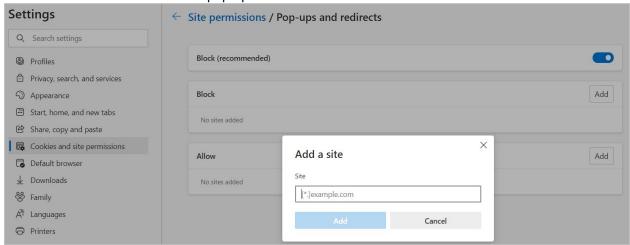
Configure Pop-Up Blocker

1. Go to Settings and more > Settings > Cookies and site permissions.





- 2. Select Pop-up and redirects.
- 3. Click the **Add** button under the **Allow** field.
- 4. Enter the URL to allow for pop-ups.



5. Click Add.