



**Customer Notice To Proceed (NTP)
Quick Tips User Guide
May 2015**

YOUR SIGNAL STARTS HERE.®)))



1. Login to the below site with your Collocation Portal credentials which can be **Username/Password** or your **Email Address/Password**.

<https://sitentp.sbsite.com>

Login

Login

Username or Email: *

Password: *

Remember Me

Forgot your password?


Enter your username to receive your password.

Username or Email: *

2. If you do not have an account set up on the Collocation Portal, click **Register** and fill out the form shown below then click **Create User**.

Note: Your credentials allow for access to both NTP and Collocation Portals.

Signup for your new account

Required Information	Optional Profile Information
Username: * <input type="text"/>	Fax: <input type="text"/>
Your Name: * <input type="text"/>	Company: <input type="text"/>
Phone: * <input type="text"/> Ext #: <input type="text"/>	Address: <input type="text"/>
Email: * <input type="text"/>	<input type="text"/>
Password: * <input type="text"/>	<input type="text"/> <input type="text"/>
Confirm Password: * <input type="text"/>	<input type="text"/>
Security Question: * <input type="text"/>	
Security Answer: * <input type="text"/>	
Captcha: *  <input type="text"/>	

3. After a new User is created, use those credentials to login. Once logged in, click **Start New NTP** and complete the form that displays. **Required** fields are marked with a **Red ***.

Note: You can upload Closeout documentation at any time before the requests closure. All supporting documentation must be uploaded in order to **Submit** your request. You can **Save** your work and go back into your NTP Request to continue at anytime under **Edit** mode. You do not need to be in Edit mode to add or delete Supporting Documentation.

[Start New NTP](#) [View Site Schedule](#)

My NTPs

<input checked="" type="checkbox"/> Draft	<input checked="" type="checkbox"/> Submitted	<input checked="" type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> Approved	<input checked="" type="checkbox"/> Rejected	<input checked="" type="checkbox"/> Pending Closeouts	<input type="checkbox"/> Closed	<input type="checkbox"/> Cancelled
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Quick Jump: NTP ID

NTP # ▲	Site ID	NTP Type	Gin Pole	Safety Approval	Status	Carrier Site ID	Company Name	Contact Name	Contact Number	Contact
No records to display.										

After you **Submit** your request, you will receive a confirmation **Email**. The **RSM** will also receive an Email informing them there is a NTP Request form awaiting **Approval/Rejection**. The RSM can **Edit** the request and make any adjustments needed.

Note: If you choose **Gin Pole** under **Safety and Compliance**, the NTP request must first go through **Safety** to Approve/Reject. If approved by Safety it will be sent to the RSM. The RSM can Approve/Reject. If rejected, an email will be sent to the submitter.

You can follow the progress of the request on the **My NTPs** page. If approved, the final step for you is to click **Finish** within the Actions section. Both you and the RSM will receive an Email that the request has been finished. The RSM will log in one more time to **Close** the **NTP**. Once closed, you will receive a **PDF** file via email with the NTP request information.

My NTPs

Draft
 Submitted
 On-Hold
 Approved
 Rejected
 Pending Closeouts
 Closed
 Cancelled

Quick Jump: NTP ID

NTP # ▲	Site ID	NTP Type	Gin Pole	Safety Approval	Status	Carrier Site ID	Company Name	Contact Name	Contact Num
129	GA00045-B	Ground Only	False	No	Draft	123123	testing inc	234324	3423423
130	GA00045-B	Ground Only	False	No	Approved	test site	testers inc	mike	4444444444
131	GA00046-B	Ground & Tower	False	No	Rejected	tester 1	testing inc	jose	5555555555
1140	GA00044-B	TIA Mods	False	No	Draft	sdfsdf	sdfsdf	sdfsdf	sdfsdf
1141	GA00045-B	Ground Only	False	No	Draft	test	test	test	1212121212
1142	GA00046-B	Ground & Tower	False	No	Draft				
1143	GA00046-B	Ground & Tower	True	Pending	On-Hold	test id	sbaqa	bob	4444444444
1162	AB70001-A	Ground & Tower	False	No	Submitted	Test Site	QA Test	mike	4444444444
1168	GA00043-B	Ground & Tower	True	Yes	Pending Closeouts	qa test site	testers	qa	4444444444
1173	GA00045-B	Ground & Tower	False	No	Pending Closeouts	test	testers inc	mike	7777777777

If you have any questions or require assistance please contact your respective Regional Site Manager (RSM) or Area Operations Director (AOD). If there is a system issue the RSM/AOD will report it to our Help Desk..