**Joint Work Agreement (JWA) Web Application
Access Request Form**

Use this form to request access to the JWA Website OR update your existing JWA Website details. Please note that passwords do not expire.

**If you are an existing user and have forgotten your password, please contact the proper JWA Website Administrator**.

**ACCESS INFORMATION**

Request Type: Create New User Login Revise Existing Login

Request Date: MM/DD/YYYY

Company:

Agent Company:

**USER INFORMATION**

First Name: Last Name:

Office Phone: Cell Phone:

 123-456-7890x1234 123-456-7890x1234

Email Address:

Department Name:

Department Number:

Office:

Login ID:

Password:

***NOTE*:** Password must have at least eight case-sensitive alpha numeric characters **(NO SYMBOLS)** Passwords can only be set up and changed by request to the ComEd or AT&T Website Administrators.

User Signature:

*Please send to*:

ComEd’s Joint Work Program Manager at JWACOMED@exeloncorp.com

**OR**

AT&T’s Joint Use Manager, James Darr at jd2060@att.com

**Instructions for the JWA Website Access Request Form**

**Request Type**
Are you requesting a new user account or changing the information of an existing account?

**Request Date**
Fill in with the current date. MM/DD/YYYY

**Company**
Enter the company name that the user represents.

**Agent Company**

If you are a contractor working as an agent for the electric or telephone company, then enter the agent’s business name.

**First Name**
Enter the user’s first name.

**Last Name**
Enter the user’s last name.

**Phone Numbers**
Provide a work phone number, and, if applicable, a cell phone number. 123-456-7890x1234

**Email Address**Enter an email address for the user where communication can be sent and received.

**Department Name**
Enter the department name that the user represents.

**Department Number**

Enter the department number that the user represents.

**Office**

Enter the location of the office where the user resides.

**Login ID**

Create a unique Login ID. It can be the same as the Login ID for the company server.

**Password**

Create a password that will be memorable that is at least eight alpha and/or numeric characters in length. Please do not include symbols. There is currently no requirement that the password be periodically changed.

**User Signature**

Select a cursive script to provide a signature. Example: John Doe (Script MT Bold)

**WHAT HAPPENS NEXT?**

The requestor sends the JWA Website Access Request Form to the proper administrator. The administrator will create the user account and notify the requestor when their rights are set up.