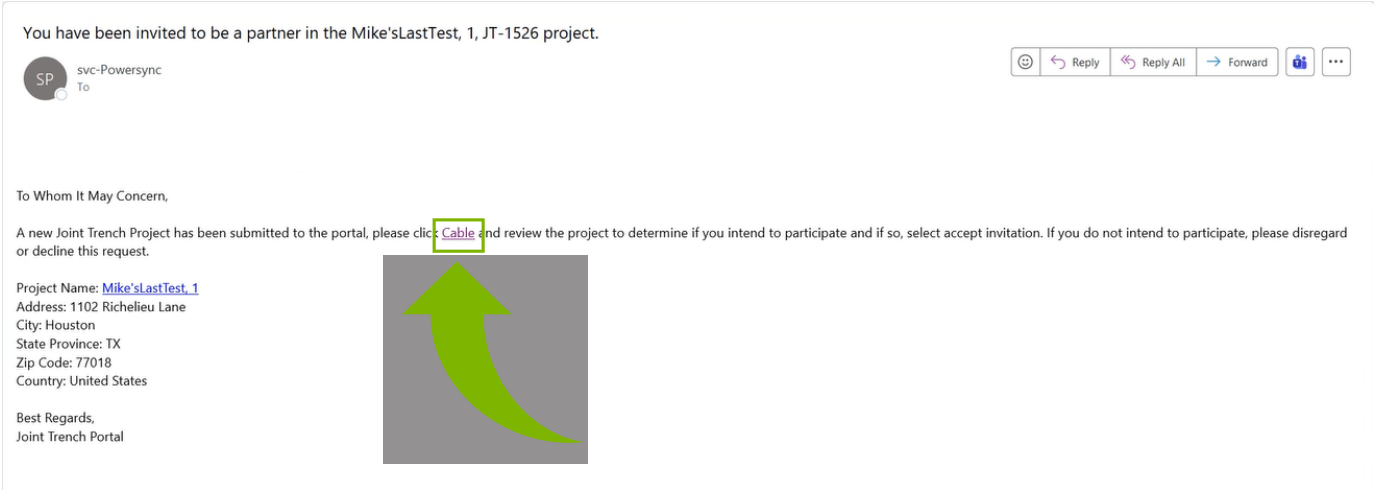
Joint Trench

Online portal process for Cable and Telecom

Follow the step-by-step tutorial for accessing the portal and completing your project tasks.

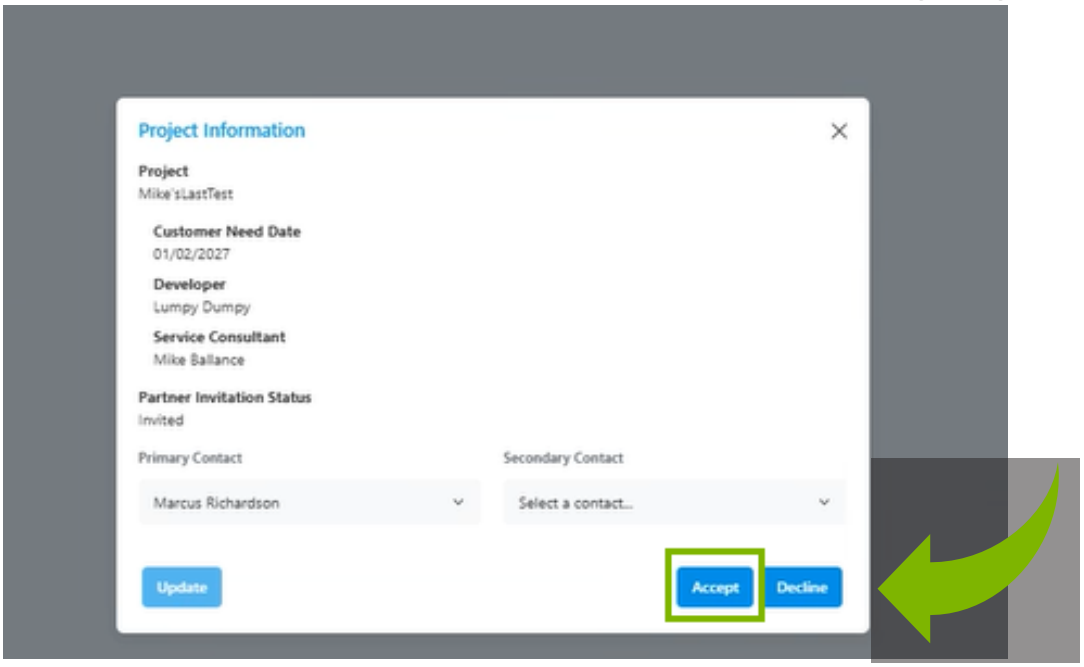
Step 1

You will receive an invite email from ***svc-Powersync*** to upload the cable or telecom documents to CenterPoint Energy's Joint Trench portal. Click the hyperlink labeled ***Cable or Telecom*** to open the invite.



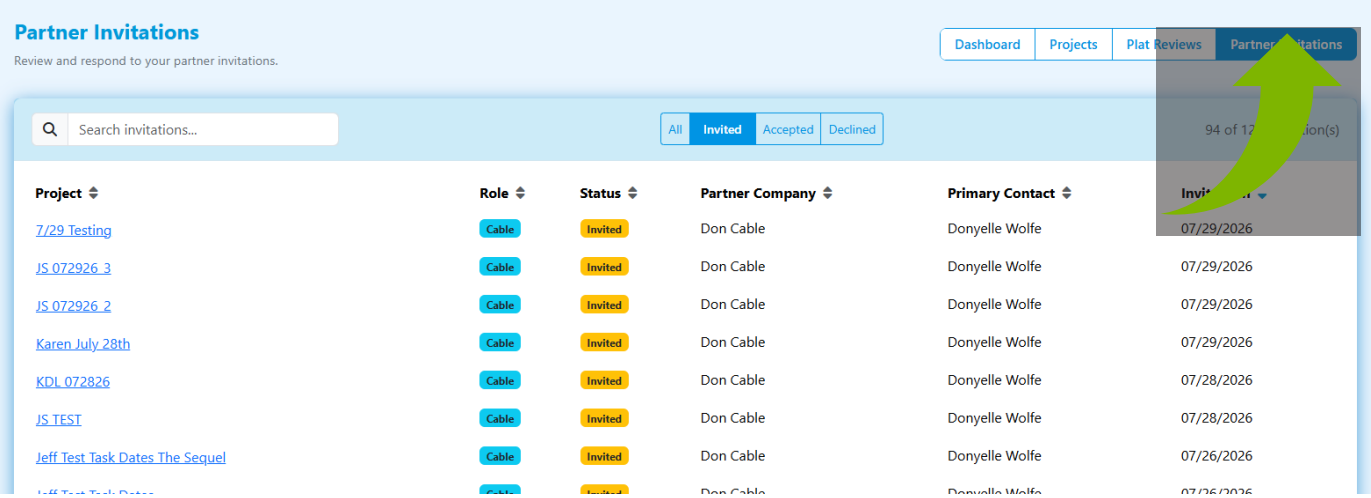
Step 2

Once you select the invite link, you will open the site and will need to ***Accept*** the invite. In order to successfully accept the project, you will need to have a qualifying email address that is associated with your company's Cable and/or Telecom account.



Step 3

Once accepted, you will be directed to the ***Partner Invitations*** tab to view the projects you have accepted and complete the necessary tasks.

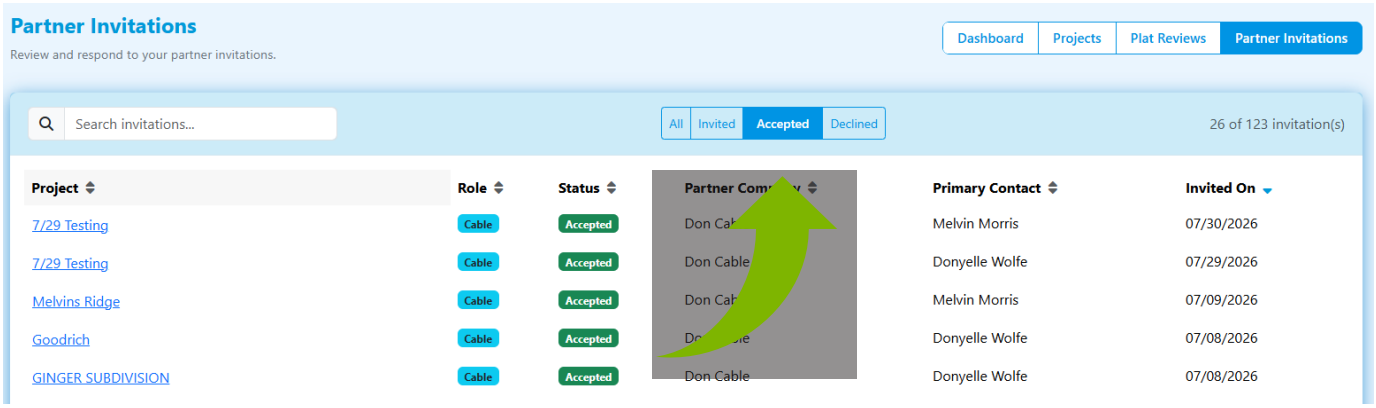


Step 4

Once you're in the Partner Invitation tab, select the Accepted option to view projects accepted by you. You can access your accepted project by selecting the Dashboard tab or the Projects tab at the top of the portal.

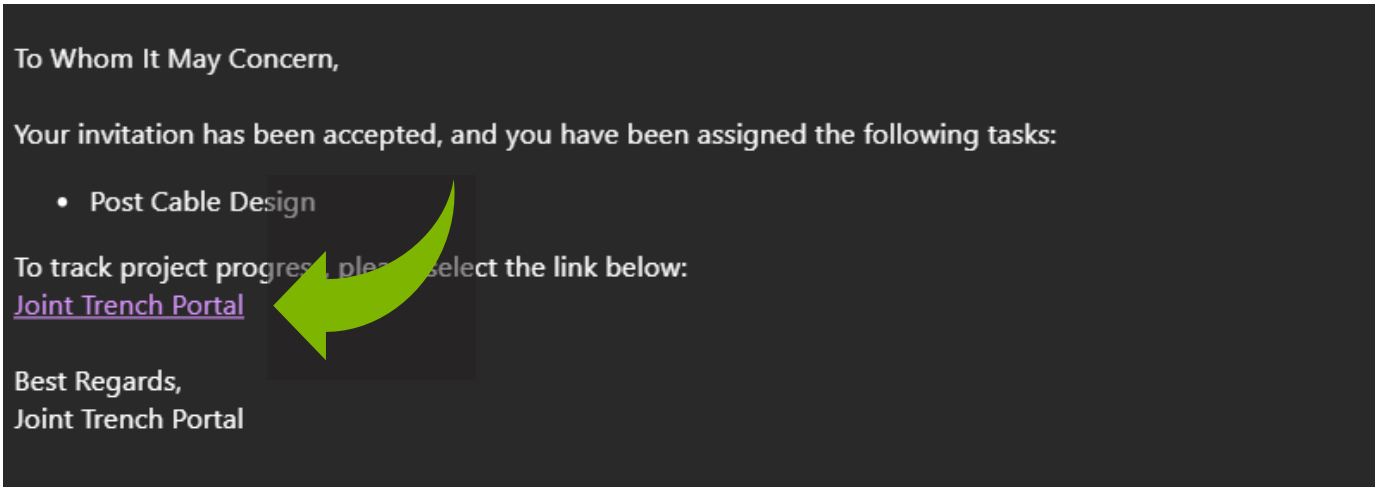
You will also receive an email notifying you that your invitation has been accepted and you have been assigned a cable design or telecom design task that needs to be completed.

Click on the project you've been invited to complete.



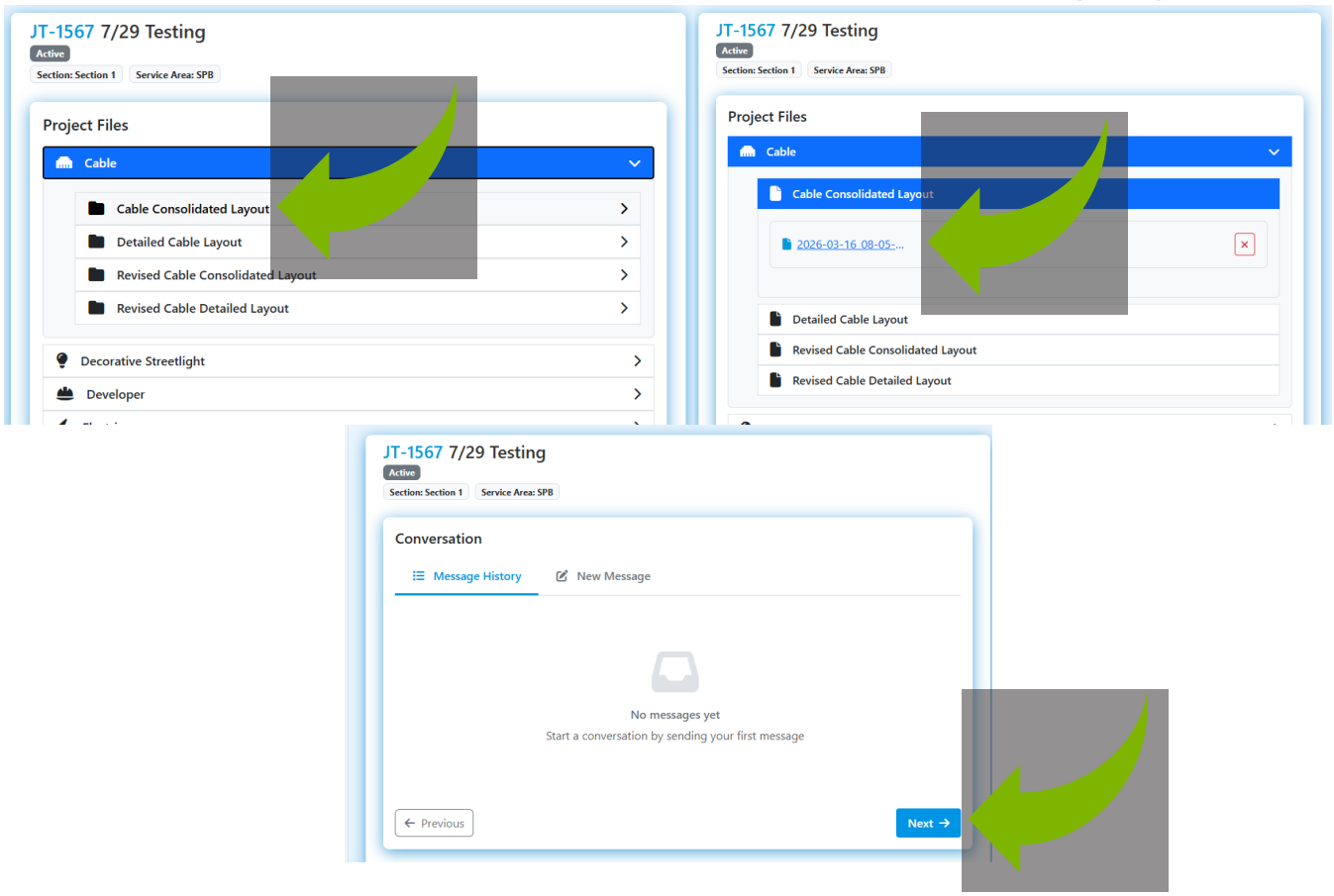
Step 5

Once Gas completes their layout task in the portal, you will receive an email notification indicating that the project is ready for the Cable and/or Telecom design. If gas is not part of the project, the service consultant will set Gas to "N/A" status. When marked, you will receive an email notification that the project is ready for your design to be uploaded. Click the link to login to the Joint Trench Portal.



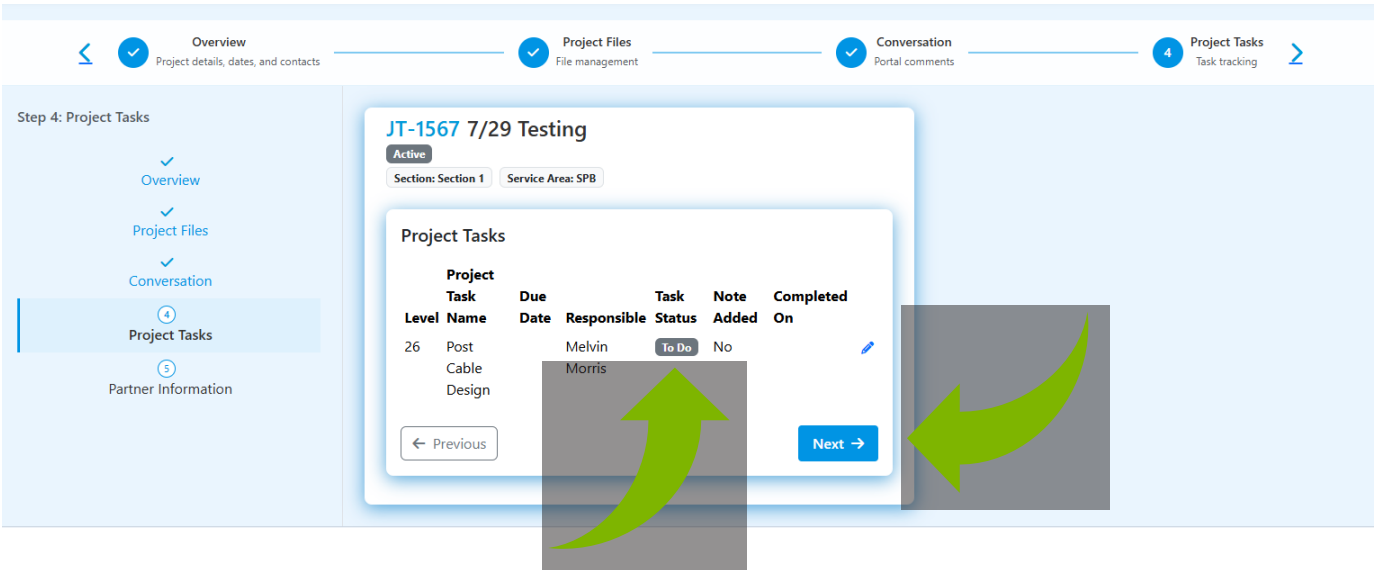
Step 5

You will be required to upload one file to both the ***Cable or Telecom Consolidated*** section and the ***Detailed Cable or Telecom Layout***. After your files have been uploaded, click 'Next' to view the next screen to add a message if needed.



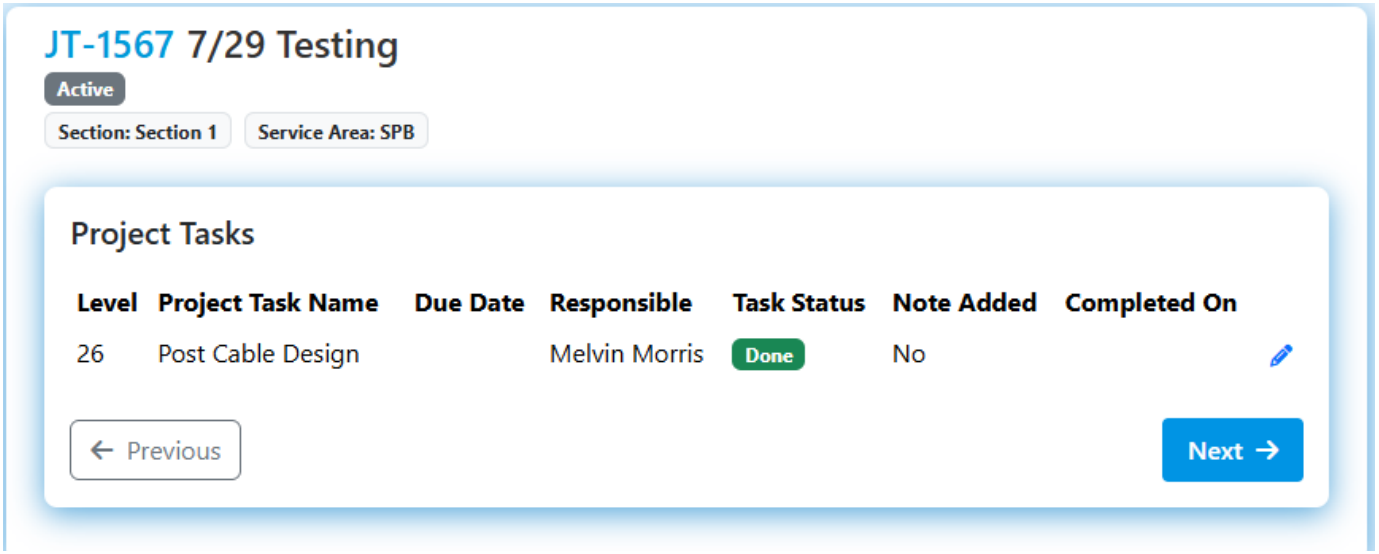
Step 6

Cable and Telecom design tasks are task numbers 26 and 27 noted as ***26 Post Cable Design*** and ***27 Post Telecom Design***. They will be marked in a 'To Do' status. To edit the task and upload the design documents, you will click the pencil icon on the far right of the corresponding task. After you've uploaded the documentation, you will change the ***Task status drop down*** from 'To Do' to 'Done' by selecting the pencil icon on the right. To submit, click ***Next***.



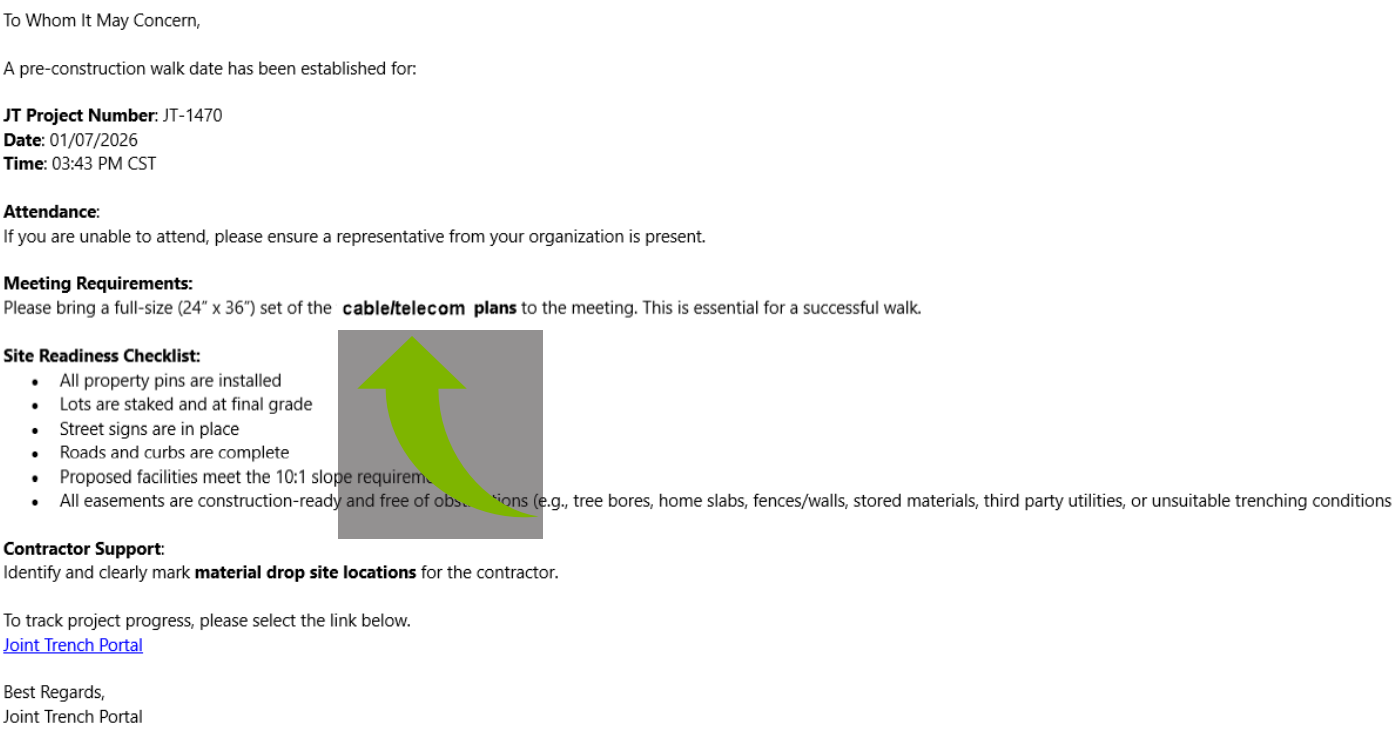
Step 7

The Cable or Telecom task you've marked will now show the status, 'Done'. ***No further action is needed unless a revision is requested.*** Should a revised layout be needed, a CenterPoint service consultant will reach out to you with feedback and instructions to resubmit.



Step 8

Following your submission, you will wait for a ***Walk Invitation*** email from CenterPoint's Joint Trench portal via svc-Powersync@CenterPointEnergy.com for a pre-construction walkthrough. You will need to accept the invitation to be onsite.



To Whom It May Concern,

A pre-construction walk date has been established for:

JT Project Number: JT-1470
Date: 01/07/2026
Time: 03:43 PM CST

Attendance:
If you are unable to attend, please ensure a representative from your organization is present.

Meeting Requirements:
Please bring a full-size (24" x 36") set of the **cable/telecom plans** to the meeting. This is essential for a successful walk.

Site Readiness Checklist:

- All property pins are installed
- Lots are staked and at final grade
- Street signs are in place
- Roads and curbs are complete
- Proposed facilities meet the 10:1 slope requirem
- All easements are construction-ready and free of obs ions (e.g., tree bores, home slabs, fences/walls, stored materials, third party utilities, or unsuitable trenching conditions

Contractor Support:
Identify and clearly mark **material drop site locations** for the contractor.

To track project progress, please select the link below.
Joint Trench Portal

Best Regards,
Joint Trench Portal

Step 9

The final step is to attend the walkthrough on the scheduled date and time and bring the necessary documentation as provided in the invitation.