

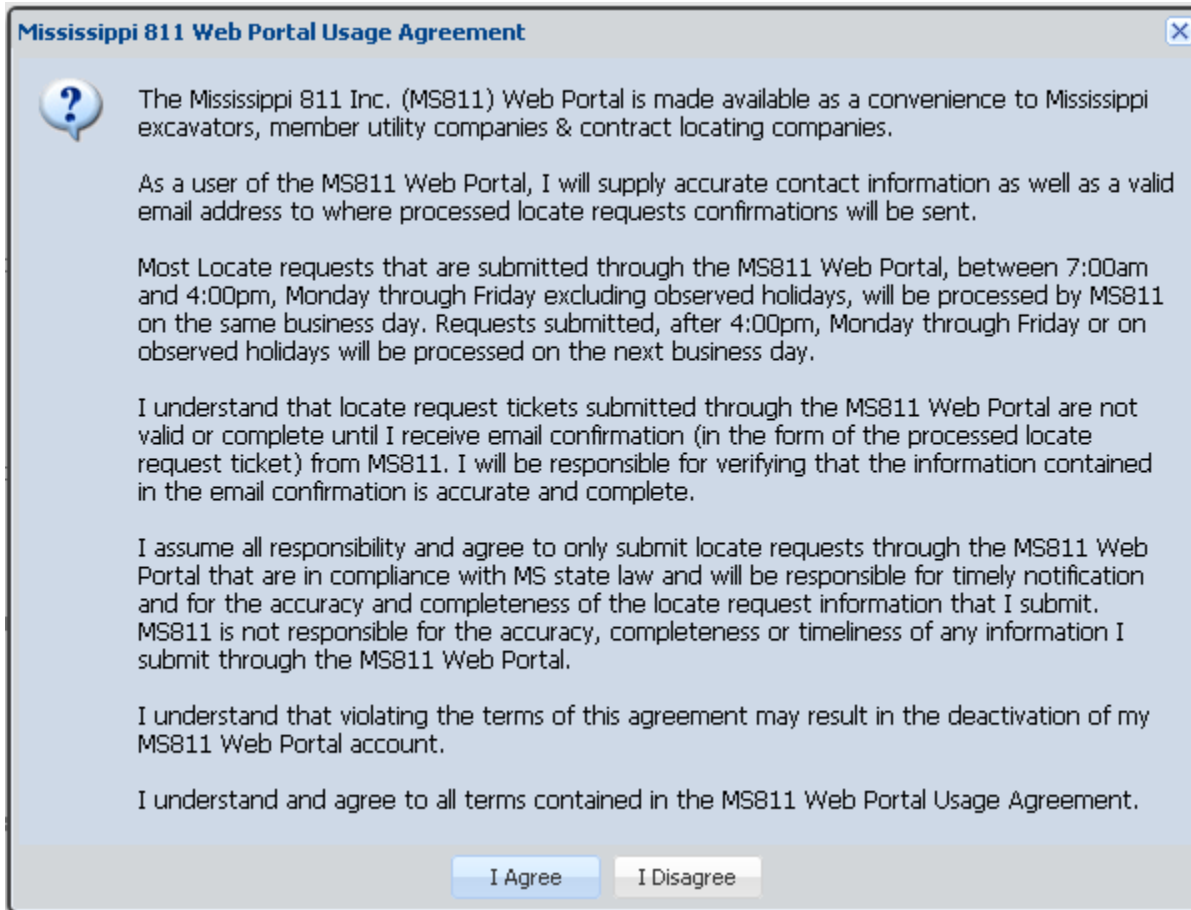
Auto Signup

The portal auto signup feature provides an automated user account creation.

To sign up click the **Sign Up** button on the portal welcome screen.

A blue rectangular button with the text "Sign Up" in white, slightly shadowed to appear as a floating button.

After clicking on the **Sign Up** button the user is presented a User Agreement acknowledging the terms for which they will follow upon usage of MS 811 Inc. Portal.

A screenshot of a web browser dialog box titled "Mississippi 811 Web Portal Usage Agreement". The dialog has a light blue background and a grey border. At the top left is a question mark icon in a blue circle. The text inside the dialog reads: "The Mississippi 811 Inc. (MS811) Web Portal is made available as a convenience to Mississippi excavators, member utility companies & contract locating companies. As a user of the MS811 Web Portal, I will supply accurate contact information as well as a valid email address to where processed locate requests confirmations will be sent. Most Locate requests that are submitted through the MS811 Web Portal, between 7:00am and 4:00pm, Monday through Friday excluding observed holidays, will be processed by MS811 on the same business day. Requests submitted, after 4:00pm, Monday through Friday or on observed holidays will be processed on the next business day. I understand that locate request tickets submitted through the MS811 Web Portal are not valid or complete until I receive email confirmation (in the form of the processed locate request ticket) from MS811. I will be responsible for verifying that the information contained in the email confirmation is accurate and complete. I assume all responsibility and agree to only submit locate requests through the MS811 Web Portal that are in compliance with MS state law and will be responsible for timely notification and for the accuracy and completeness of the locate request information that I submit. MS811 is not responsible for the accuracy, completeness or timeliness of any information I submit through the MS811 Web Portal. I understand that violating the terms of this agreement may result in the deactivation of my MS811 Web Portal account. I understand and agree to all terms contained in the MS811 Web Portal Usage Agreement." At the bottom of the dialog are two buttons: "I Agree" (highlighted in blue) and "I Disagree" (greyed out).

Mississippi 811 Web Portal Usage Agreement

The Mississippi 811 Inc. (MS811) Web Portal is made available as a convenience to Mississippi excavators, member utility companies & contract locating companies.

As a user of the MS811 Web Portal, I will supply accurate contact information as well as a valid email address to where processed locate requests confirmations will be sent.

Most Locate requests that are submitted through the MS811 Web Portal, between 7:00am and 4:00pm, Monday through Friday excluding observed holidays, will be processed by MS811 on the same business day. Requests submitted, after 4:00pm, Monday through Friday or on observed holidays will be processed on the next business day.

I understand that locate request tickets submitted through the MS811 Web Portal are not valid or complete until I receive email confirmation (in the form of the processed locate request ticket) from MS811. I will be responsible for verifying that the information contained in the email confirmation is accurate and complete.

I assume all responsibility and agree to only submit locate requests through the MS811 Web Portal that are in compliance with MS state law and will be responsible for timely notification and for the accuracy and completeness of the locate request information that I submit. MS811 is not responsible for the accuracy, completeness or timeliness of any information I submit through the MS811 Web Portal.

I understand that violating the terms of this agreement may result in the deactivation of my MS811 Web Portal account.

I understand and agree to all terms contained in the MS811 Web Portal Usage Agreement.

Once the user presses the **I Agree** button the user is presented a form to fill in personal information and to select what features the user would like to have access to.

Those features are:

- **Find Tickets**
- **Enter Tickets**



Know what's below.
Call before you dig...
811 or 800.227.6477

find tickets

help home sign up login

Welcome to 811 sign up!

To sign up, simply check the features you want to be able to access on the site and fill in the form on the right. The center may need to contact you for further information.

- Find Tickets
- Enter Tickets

Your password must contain at least 8 characters, one upper case letter & one number.

Once you are done, hit the Submit button and your information will be sent to the center for processing.

The Call Center will review and setup your Portal account as soon as possible. You will be sent a conformation email when your account has been completely setup. You will then be able to log into your Portal account.

<p>User Information</p> <p>Email: <input type="text" value="Your email will be your user name for access."/></p> <p>Verify Email: <input type="text" value="Verify your email address."/></p> <p>Password: <input type="text" value="Enter a password."/> <input type="text" value="Verify your password."/></p> <p>Name: <input type="text" value="First Name"/> <input type="text" value="Last Name"/></p> <p>Address: <input type="text"/></p> <p>City/St/Zip: <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Phone: <input type="text" value="Just type the numbers, we'll format them."/> <input type="text" value="Extension"/></p>	<p>Company Information</p> <p>Name: <input type="text" value="If you are not representing a company, just use your name."/></p> <p><input type="checkbox"/> Company information is the same as the User information.</p> <p>Address: <input type="text"/></p> <p>City/St/Zip: <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Phone: <input type="text" value="Just type the numbers, we'll format them."/> <input type="text" value="Extension"/></p> <p>Comments: <input type="text" value="You can enter any information you wish to convey to the center about your account here."/></p>
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Additional form options are presented, when the Enter Tickets feature is selected.



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Once you are done, hit the Submit button and your information will be sent to the center for processing.

The Call Center will review and setup your Portal account as soon as possible. You will be sent a confirmation email when your account has been completely setup. You will then be able to log into your Portal account.

User Information

Email: Your email will be your user name for access.

Verify Email: Verify your email address.

Password: Enter a password. Verify your password.

Name: First Name Last Name

Address:

City/St/Zip:

Phone: Just type the numbers, we'll format them. Extension

Company Information

Name: If you are not representing a company, just use your name.

Company information is the same as the User information.

Address:

City/St/Zip:

Phone: Just type the numbers, we'll format them. Extension

Comments: You can enter any information you wish to convey to the center about your account here.

Ticket Contact Information

Ticket Contact is the same as the User information.

Name: First Name Last Name

Phone: Just type the numbers, we'll format them. Extension

Email: Callback: Enter an alternate phone number.

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Fill in the form and click on the **Submit** button.

The Call Center will review and setup your Portal account as soon as possible. You will be sent a confirmation email when your account has been completely setup. You will then be able to log into your Portal account.

Member companies will be assigned additional portal features in addition to **Find Ticket & Enter Ticket** features.

Those features are as follows:

- **Advanced Ticket Search** - Users will have the ability to search for tickets using a combination of different search options.
- **Respond** – Positive Response to Call Center - Coming Soon!!!
- **Queue** – Provides members the ability to perform tasks on queue items that they appear on.
- **Report** - Gives user access to various reports designed for members.