

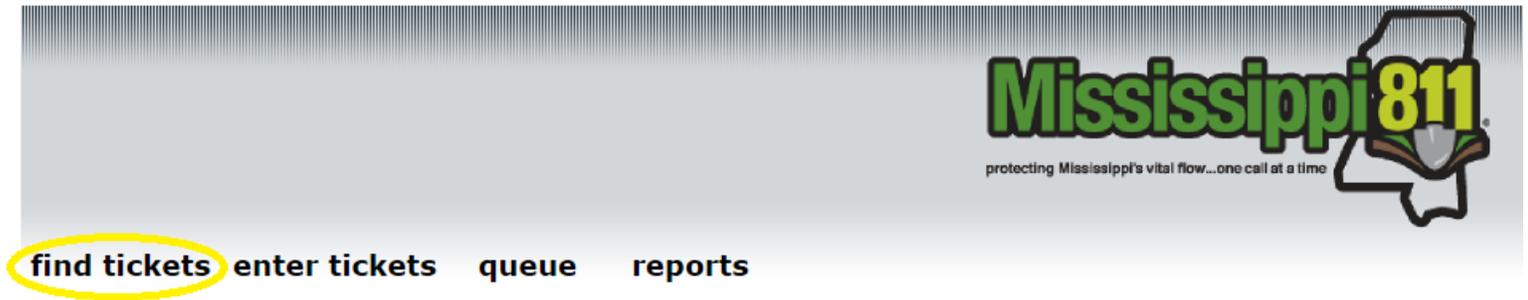
Portal Update allows excavators the capability to update existing locate requests 24 hours, 7 days a week without having to submit the ticket to the call center to be processed.

To get started you will need to Login to your Portal account. If you do not have an account we recommend that you Sign Up for the Web Portal.



Once you have logged into your account, you will select find tickets. This will take you to the Welcome to MS 811 Web Portal page.

Select Find Tickets on the top left corner of the page.



Welcome to the Mississippi 811 Web Portal

You will need to have the ticket number to update your ticket. Enter ticket number in the field below and select Search.



Once the search is complete, on the right side of the screen the ticket will populate with the requested information.

Print Show Map History Update Copy

MS811 Locate Request

Type: Normal Ticket #: 16081614150925	Processed: 08/16/16 2:15 PM Locate By: 08/18/16 2:15 PM Expires: 08/30/16 2:15 PM Update From: 8/25/2016 2:15 PM Update To: 8/26/2016 2:15 PM	Addition: NO Correction: NO Damage: NO Remark: YES Update: NO
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Previous Ticket #: 16071211070637

Company Information

MS 811 INC 5258 CEDAR PARK DR STE H JACKSON, MS 39206 Caller: TEST TEST Email: MEMBERS@MS811.ORG	Phone: (601) 368-1150 Phone: (601) 368-1150 Ext: 317 Fax:
Contact: TEST TEST Email: MEMBERS@MS811.ORG	Phone: (601) 368-1150 Ext: 317 Alt: 6015551111

Work Information

Proposed Work Date: 8/18/2016 2:15:51 PM Work Type: TEST LEADS Done By: Done For: TEST	Duration: TEST Explosives: NO Directional Boring: NO White Marks: NO
State: MS County: HARRISON Place: GULFPORT	Address: TEST Nearest Intersection: TEST Add'l Addresses In Dir/Inst: NO
Latitude: 30.178 Second Lat: 30.178	Longitude: -89.306088 Second Long: -89.306088

Directions/Instructions

TEST TEST

Remarks

REMARK -MARKINGS DESTROYED -WORK INCOMPLETE.

Utilities Notified:

Code:	Name:	Added:
MS0002	MS 811 INC TEST - MS0002	False
MS0001	MS 811 INC TEST - MS0001	False
MS0000	MS 811 INC TEST - MS0000	False

You are able to Print, Show Map, History, Update or Copy the locate request.

Print: Allows the user to print a copy of the ticket.

Show Map: Allows the user to see where the site was marked on the map.

Copy: This feature will allow the user to Copy information from an old ticket, change the necessary information and submit a brand new ticket.

History: The user will be able to see the history of the ticket which will include the ticket number, the type of Ticket, the date created and the agent that processed the ticket request.

Ticket History			
Number	Type	Created	Taken
16102013320799	Emergency	10/20/2016 01:32:07 PM	GidgitR
16101315311126	Normal	10/13/2016 03:31:25 PM	LaceyGr

Close

Update: Allows the user to extend the ticket for additional 14 calendar days; this will also inform the member utility companies notified on the ticket that the site needs to be Re-marked.

Pre Save Message: Disclaimer when Updating tickets

