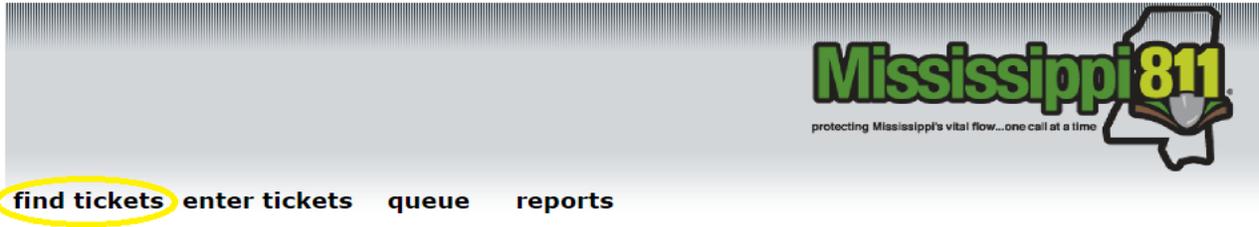


Copy Ticket

The Copy feature allows Portal users to Re-submit ticket that has expired into a new ticket and this feature also allows users to Copy a ticket submitted by a different company to transfer the information into a new ticket in the users' company name.

To get started you will need to Login to your Portal account.

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

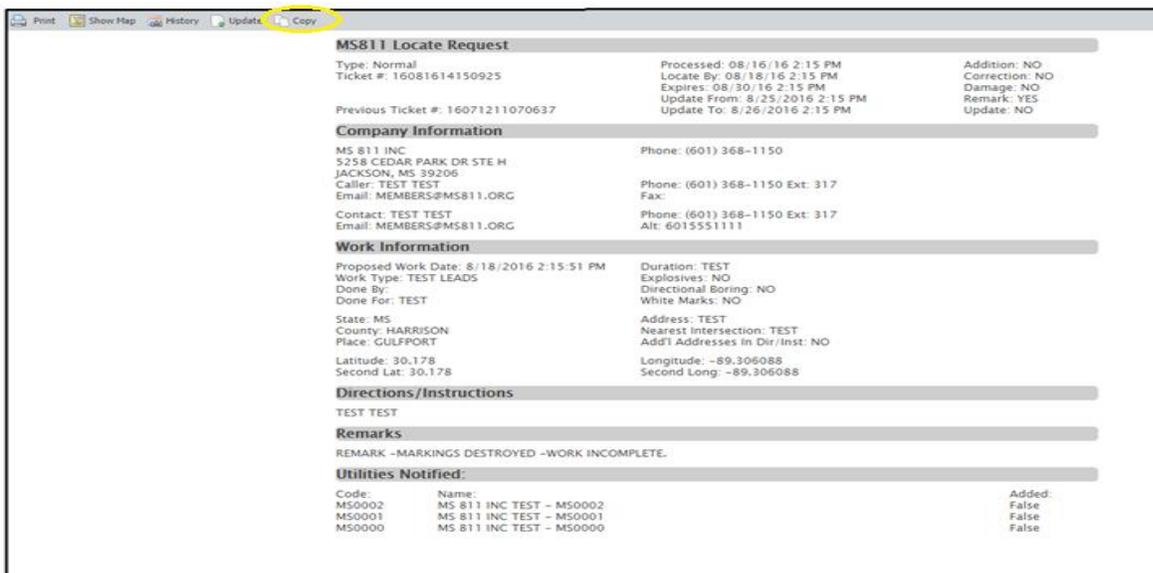


Welcome to the Mississippi 811 Web Portal

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. You will click on Copy.



This will take you to the ticket information screen.

The ticket submitted will use the following contact information. If your contact information needs to be updated, contact [Member Services](#) (601) 362-3887.

Excavator:
MS 811 INC
5208 CEDAR PARK DR STE H
JACKSON, MS 39206

Caller:
GIDGIT REED
(601) 362-4322
TRAINING@MSB11.ORG

Contact:
GIDGIT REED
(601) 362-4322
TRAINING@MSB11.ORG

STOP and contact the call center if you have an EMERGENCY, SHORT NOTICE, NO RESPONSE, design, survey or topographical survey locate request to report.

MS state law requires at least 2 WORKING DAYS NOTICE for utility owners to mark their facilities.

You should notify any utility companies that are not in compliance with state law, as well as any governmental and/or Railroad permit offices. Most utility companies will only mark up to their meter or the property line if there is no meter. Privately owned lines, such as natural gas, electric, water, sewer and propane service lines may not be located by the member utility and you will be responsible for having these lines located. Your locate request number is valid for 14 calendar days from the date and time it is processed or entered into the system by MSB11. Should your excavation exceed this expiration, you will need to renew the notification with MSB11 at least 2 and not more than 3 working days prior to the expiration. You may notify MSB11 at any time lines need to be re-marked, however you must allow the utility owners 2 working days to re-mark the lines.

If you're not sure how to fill out the ticket you may call the 811 Center for instructions. Thank you for using the portal.

Work Type: SEE INSTRUCTIONS
For: TEST
Extent: TEST

Explosives being used:
Site marked with White Paint, Flags, Etc.:
Directional Boring/Drilling:
Additional Address listed in Directions/Instructions field:

Begin Work Date: 10/02/2018 12:30 PM

State: MS **County:** HARRISON **Place:** Select a work place...

Address: Number: prefix: TEST **Type:** **Suffix:**

Intersection: TEST

Directions/Instructions: TEST

Max Char: 1,000

Remarks: TEST

Map Tools: Zoom To, Clear, Pan, Mark Radius, Mark Point, Mark Line, Mark Area, Use Selection, Measure

Buttons: Send Ticket, Clear Form

Review the ticket information copied from an existing ticket to make sure it is complete, accurate and that the map is marked correctly before sending the new ticket.

Click  when you are ready to submit the ticket.

If you are an Advanced user, you will immediately receive a new ticket number. If not, your ticket will be submitted to the Call Center and you will receive a copy of the ticket when an agent has completed processing.