### Positive Response Sign Up Form

This form is for use by MS811 Member Utility Companies only. If you were needing a Web Portal account to submit a locate request please click <u>Here</u>. The purpose of this form is to help MS811 staff create your Web Portal & Mobile App accounts in a way that will best fit your company's needs when managing responses. The person or persons you list below will be responsible for submitting Positive Response information for your company's locate request tickets.

#### What Company will the users listed below be submitting responses for? \_\_\_\_\_\_

Please select one of the following 3 options:

#### □ Single Account – Individual

If the person listed already has a Portal account, we will simply add Positive Response permissions to their existing account. If someone else in your company needs access to the Portal a separate account will need to be created for them. Individual accounts cannot be shared.

User Name	Phone #	Email Address				
Check all utility types your company will be responding for:						
□ Gas □Water □Electric □Phone	□Cable TV □Sewer □F	Fiber Dther (Drainage, Irrigation, etc.)				
List your company's dispatch code(s)	·					
Does this user need access to the Submit or Update Ticket features? □Yes □No						
Comments:						

#### □ Single Account – Shared

We can set up a single account that can be shared with multiple people in your company. However, shared accounts cannot be set up to submit tickets so you should Only choose this option if the account will be used to submit response information ONLY. A separate account or accounts will be required if access to the Submit or Update Ticket features is needed. The person you list below will be considered the account administrator.

User Name	Jame Phone #		Email Address				
Check all utility types your company will be responding for:							
□ Gas □Water	□Electric	□Phone	□Cable TV	□Sewer	□Fiber	□Other (Drainage, Irrigation, etc.)	
List your compar	ny's dispatch	n code(s):_					
Comments:							

# Positive Response Sign Up Form

Multiple Accounts	5
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yone listed already has a	
1. User Name	Phone # Email Address
Which of the following u	itilities/facilities will this user be responsible for responding for?
□ Gas □Water □Elect	ric $\Box$ Phone $\Box$ Cable TV $\Box$ Sewer $\Box$ Fiber $\Box$ Other (Drainage, Irrigation, etc.)
If your company has mul	Itiple dispatch codes, which code or codes will this user be responsible for responding for
Does this user need acce	ess to the Submit or Update Ticket features?  □Yes □No
Comments:	
2. User Name	Phone # Email Address
	itilities/facilities will this user be responsible for responding for?
Which of the following u	utilities/facilities will this user be responsible for responding for? ric □Phone □Cable TV □Sewer □Fiber □Other (Drainage, Irrigation, etc.)
Which of the following u □ Gas □Water □Elect	
Which of the following u □ Gas □Water □Elect If your company has mul	ric □Phone □Cable TV □Sewer □Fiber □Other (Drainage, Irrigation, etc.)
Which of the following u Gas UWater Electron If your company has mul Does this user need acce	ric □Phone □Cable TV □Sewer □Fiber □Other (Drainage, Irrigation, etc.) Itiple dispatch codes, which code or codes will this user be responsible for responding for ess to the Submit or Update Ticket features? □Yes □No
Which of the following u Gas UWater Electron If your company has mul Does this user need acce	ric □Phone □Cable TV □Sewer □Fiber □Other (Drainage, Irrigation, etc.)
Which of the following u Gas UWater Electric f your company has mul Does this user need acce	ric □Phone □Cable TV □Sewer □Fiber □Other (Drainage, Irrigation, etc.) Itiple dispatch codes, which code or codes will this user be responsible for responding for ess to the Submit or Update Ticket features? □Yes □No
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Which of the following u Gas Water Electron If your company has mul Does this user need accee Comments: 3. User Name Which of the following u Gas Water Electron If your company has mul	tric Phone Cable TV Sewer Fiber Other (Drainage, Irrigation, etc.)   Itiple dispatch codes, which code or codes will this user be responsible for responding for ess to the Submit or Update Ticket features? Phone # Email Address tillities/facilities will this user be responsible for responding for? tric Phone Cable TV Sewer Fiber Other (Drainage, Irrigation, etc.)

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4. User Name	Phone #	Email Address		
Which of the following utilities/facilities will this user be responsible for responding for?				
□ Gas □Water □Electric □Phone	e □Cable TV □Sewer	□Fiber □Other (Drainage, Irrigation, etc.)		
If your company has multiple dispate	h codes, which code or c	codes will this user be responsible for responding for	or?	
Does this user need access to the Su Comments:	·			
orm Completed By		Date		