

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 [Here](#). 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 Fiber Other (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 _____ 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 company's dispatch code(s): _____

Comments: _____

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Multiple Accounts

If anyone listed already has a Portal account, we will simply add Positive Response permissions to their existing account.

1. User Name _____ Phone # _____ Email Address _____

Which of the following utilities/facilities will this user be responsible for responding for?

Gas Water Electric Phone Cable TV Sewer Fiber Other (Drainage, Irrigation, etc.)

If your company has multiple dispatch codes, which code or codes will this user be responsible for responding for?

Does this user need access to the Submit or Update Ticket features? Yes No

Comments: _____

2. User Name _____ Phone # _____ Email Address _____

Which of the following utilities/facilities will this user be responsible for responding for?

Gas Water Electric Phone Cable TV Sewer Fiber Other (Drainage, Irrigation, etc.)

If your company has multiple dispatch codes, which code or codes will this user be responsible for responding for?

Does this user need access to the Submit or Update Ticket features? Yes No

Comments: _____

3. User Name _____ Phone # _____ Email Address _____

Which of the following utilities/facilities will this user be responsible for responding for?

Gas Water Electric Phone Cable TV Sewer Fiber Other (Drainage, Irrigation, etc.)

If your company has multiple dispatch codes, which code or codes will this user be responsible for responding for?

Does this user need access to the Submit or Update Ticket features? Yes No

Comments: _____

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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 Cable TV Sewer Fiber Other (Drainage, Irrigation, etc.)

If your company has multiple dispatch codes, which code or codes will this user be responsible for responding for?

Does this user need access to the Submit or Update Ticket features? Yes No

Comments: _____

Form Completed By _____ Date _____