

Member Portal

The following features are made available within the Member Portal. Click on a feature to view its manual:

[Auto Signup](#) - Provides the ability for users to sign up for a portal account.

[Find Tickets](#) - Provides users with an interface to search for existing tickets.

[Submit Ticket](#) - Provides users with an interface to create locate requests.

[Queue](#) - Provides members the ability to perform tasks on queue items that they appear on.

[Reports](#) - Provides members the ability to execute several report options.

[What You Should Know Before Entering Tickets](#) - Provides users with helpful information regarding a locate request.

[Web Portal Videos](#) – Provides users with a number of helpful instructive Web Portal videos.

[Update Ticket](#) – Provides users the ability to submit updates & remarks on existing locate request.

[Copy Ticket](#) – Provides the user the ability to replicate an existing ticket into their company's name.

[Ticket Status Icons](#) – Provides the user a visual aid as to the status of their ticket.

[Ticket Diagram](#) – Provides the user information on how to read MS811 Locate Request.

[My Tickets & My Company Tickets](#) – Provides users the ability to view daily tickets the user has processed & batch tickets processed by their company.

Coming Soon

[Positive Response](#) - Provides members the ability to report locate response information to the call center.