

# Welcome to **MISS DIG 811**!

**A guide through the onboarding process as a new facility owner/operator member**



## Paperwork

The first step is to complete, sign, and return the *Facility Owner/Operator Membership* paperwork. Upon receipt of the completed documentation, our team will begin the onboarding process! Remember to review the corresponding legal documents available online.

## Establishment on the System

Using the information provided on the forms submitted, Member Services will complete the following:

- Create your company profile in DamagePreventionPortal (DPP).
- Create your station code(s).
- Create your ticket delivery subscription(s).



## System Access

You will then receive an email that includes instructions on how to create and promote user accounts to DamagePreventionPortal (DPP). Consider the tasks you will be responsible for and select the appropriate user type. User roles vary on level of access and may require training. A chart of user types will be provided on the *Member Services Support Form* for reference when completing the request. A “Member Full” user type is recommended if read/write access to all modules within DPP is needed.



## Area of Interest

Once the appropriate level of system access has been granted, an Area of Interest (AOI) file will need to be uploaded, approved, and published for your station code(s). This layer should encompass all areas in which your organization owns and/or operates underground facilities within the State of Michigan--the more specific, the better! We will provide assistance on how to create these files if they are not readily available.



## Activation

Upon publishing the AOI for your station code(s), the last step is to confirm the date and time you are ready to activate and begin receiving tickets. Once you begin receiving MISS DIG 811 tickets, per Public Act 174, you are required to locate your underground lines and post to the Positive Response system. Member Services is here to support you!



## REMINDER

**Station codes are to only be created, activated, or inactivated by the Member Services Department. Policies and procedures are in place for each of these items, and any action taken must be documented appropriately for the protection of both MISS DIG 811 and our members.**