



8310 W. Ustick Rd Ste 300  
Boise, ID 83704  
(208) 342-1585  
(800) 342-1585  
www.digline.com

## Member Company Information Sheet

Please fill in the following information and return this form by mail or email ([DiglineIdaho@digline.com](mailto:DiglineIdaho@digline.com)).

New Member Setup

Existing Member Information Update

Effective Date: \_\_\_\_\_

### Company Information

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Billing Address \_\_\_\_\_  
(if different): \_\_\_\_\_  
\_\_\_\_\_

Counties served: \_\_\_\_\_ We would prefer to receive invoices and statements:  
\_\_\_\_\_ by mail both by mail and electronically, at the email below  
electronically, at  
Business Hours: \_\_\_\_\_ this email address: \_\_\_\_\_

### Transmission of Locate Requests

Transmission Type: Email  
Transmission Destination (email address): \_\_\_\_\_

If you would like to receive additional copies of locate requests\*, please complete the following:

Second Transmission Type: Email  
Second Destination (email address): \_\_\_\_\_  
Second Transmission Options: Duplicate all requests    Emergencies only    Emergencies, Priorities, and 2<sup>nd</sup> Requests

\*Additional charges will apply for copies of locate requests.

### Contact Information

Member Representative: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Additional Roles<sup>†</sup>: Accounting    Mapping and Notification Area    Pre-Designs    Facility Requests

Alternate Representative: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Additional Roles<sup>†</sup>: Accounting    Mapping and Notification Area    Pre-Designs    Facility Requests

Emergency Locate Contact (Day): \_\_\_\_\_ Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Emergency Contact (After Hours): \_\_\_\_\_ Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Additional Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Roles<sup>†</sup>: Accounting    Mapping and Notification Area    Pre-Designs    Facility Requests

Additional Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Roles<sup>†</sup>: Accounting    Mapping and Notification Area    Pre-Designs    Facility Requests

<sup>†</sup>See following page for Role descriptions.



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## DIGLINE Contact Roles

**Member Representative:** This **required** role is the primary point of contact for all DIGLINE correspondence and may authorize changes to company information, personnel, notification area, and transmission preferences. All unassigned roles will default to the Member Representative.

**Alternate Representative:** This **required** role is the secondary point of contact for all DIGLINE correspondence and may authorize changes to company information, personnel, notification area, and transmission preferences. The Alternate will fill any unassigned roles in the absence of the Member Representative.

**Emergency Locate Contact:** This **required** role will receive a phone call to confirm receipt of any locate requests issued with Emergency, Priority, or Second Request header codes, which require lines to be located sooner than the standard two business days. See *Member Manual Appendix B* for information on limiting or opting out of this service.

**Accounting:** This **optional** role is the primary contact for any billing questions, including payment of DIGLINE invoices. If unassigned, this role will default to the Member Representative.

**Mapping and Notification Area:** This **optional** role is responsible for the accuracy and maintenance of your company's territory information in DIGLINE's database and is the primary contact for any questions regarding this data. Multiple contacts may be assigned this role to make territory maintenance easier. If unassigned, this role will default to the Member Representative.

**Pre-Designs:** This **optional** role is responsible for responding to information requests on your company's existing underground facilities, primarily from engineering firms, for projects on which no digging is yet taking place. This contact will receive emails of any additional maps associated with Pre-Design tickets. The Pre-Design contact's information can be distributed to requestors if necessary. If unassigned, this role will default to the Member Representative.

**Facility Requests:** This **optional** role will be contacted directly by requestors regarding information on your company's existing underground facilities. This contact's information will be distributed to requestors, primarily from engineering firms. If unassigned, this role will default to the Member Representative.