



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

## Member Contact Information Sheet

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

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

### Contact Information

Please Select the Role(s) each individual contact will fulfill

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

Additional Roles<sup>†</sup>:      Accounting      Mapping & Service Area      Design & Facility Requests      Ticket Reporting

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

Additional Roles<sup>†</sup>:      Accounting      Mapping & Service Area      Design & Facility Requests      Ticket Reporting

Emergency Contact (Day Hours): Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

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

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

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<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 & Service 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.

**Design & Facility Requests:** 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 survey work or for future development projects. The Design contact's information can be distributed to requestors if necessary. If unassigned, this role will default to the Member Representative.

**Ticket Reporting:** This **optional** role is responsible for viewing/reviewing your company's locate ticket data. They will have the ability to search, filter and export ticket data directly from our Exactix software. Multiple contacts may be assigned this role. If unassigned, this role will default to the Member Representative.