



Self Registration Process

- 1) The following is the login screen for Exactix. A first time user who does not have a login into Exactix will self-register by clicking on the Create An Account link. This process is used by Excavators, as well as Homeowners.

A screenshot of the Exactix login page. The page has a green header bar. Below it, the "exactix" logo is centered. On the left, there is a search bar with the text "Searching for a ticket? Search here". On the right, there are input fields for "Username" and "Password". Below the password field is a red arrow pointing to a "Create account" link. To the right of the password field is a "Reset/forgot password" link. Below these fields is a "Sign In" button. At the bottom, there are two options: "coursettra" and "Sign In with Google". At the very bottom, there is an "Announcements" section.

- 2) Populate the following fields with the required information, before hitting the submit button and moving on.

A screenshot of the "New User Registration" form. The title "New User Registration" is in green, and there is a "Back to Login screen" link in green. Below the title is a subtitle: "This is used to create a new user for an excavator or a homeowner to enter a ticket." The form contains the following fields: "Sign up" (text), "Email Address" (input field with value "jane.doe1@gmail.com"), "Confirm Email Address" (input field with value "jane.doe1@gmail.com"), "Username" (input field with value "JaneDoe"), "First Name" (input field with value "Jane"), "Last Name" (input field with value "Doe"), "Password requirements:" (text), "Must be at least 6 characters" (bullet point), "Password" (input field with masked characters "*****"), "Confirm Password" (input field with masked characters "*****"), and a green "Submit" button. At the bottom, there is a link: "Already have a login? click here".

After clicking on the submit link the following screen will appear. A message will be sent to the provided email, containing the Exactix Verification Code. This code must be input into the Code field. After inputting the code, click on the Confirm link.

New User Registration [Back to Login screen](#)

This is used to create a new user for an excavator or a homeowner to enter a ticket.

Please follow the steps to create a login.
Confirm Login

An email has been sent to g***@g***.com.
Please check that email for the code.

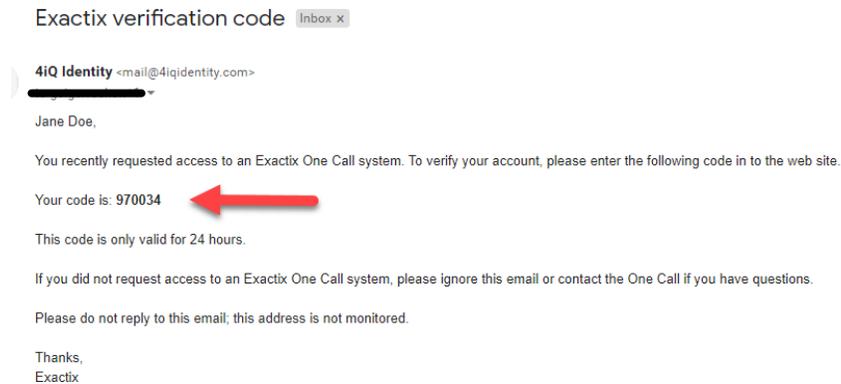
Username
JaneDoe

Code
970034

Confirm

[Resend Code](#) [Return to Login](#)

Example of Email:



After entering the Code and clicking on Submit, the following screen will appear and will display your First and Last name, along with your email address. You will now be required to enter a phone number. After entering your phone number, click on the Next link.

New User Registration [Back to Login screen](#)

This is used to create a new user for an excavator or a homeowner to enter a ticket.

1 Your information

We need some information about you. This will be used to populate required information about you on the ticket. Please verify/fill out all the fields below

First Name *
JANE

Last Name *
DOE

Email Address *
[REDACTED]@GMAIL.COM

Phone number *
(111) 999-7777 x  

Next

2 Account type:

- 3) The next screen allows you to select the type of account you want to set up. The Homeowner account type is reserved for any excavator who is performing excavation on personal residential property, and not working on behalf of any entity (HOA, Contractor work, etc.)

New User Registration [Back to Login screen](#)

This is used to create a new user for an excavator or a homeowner to enter a ticket.

1 Your information

2 Account type:

Please select an account type:

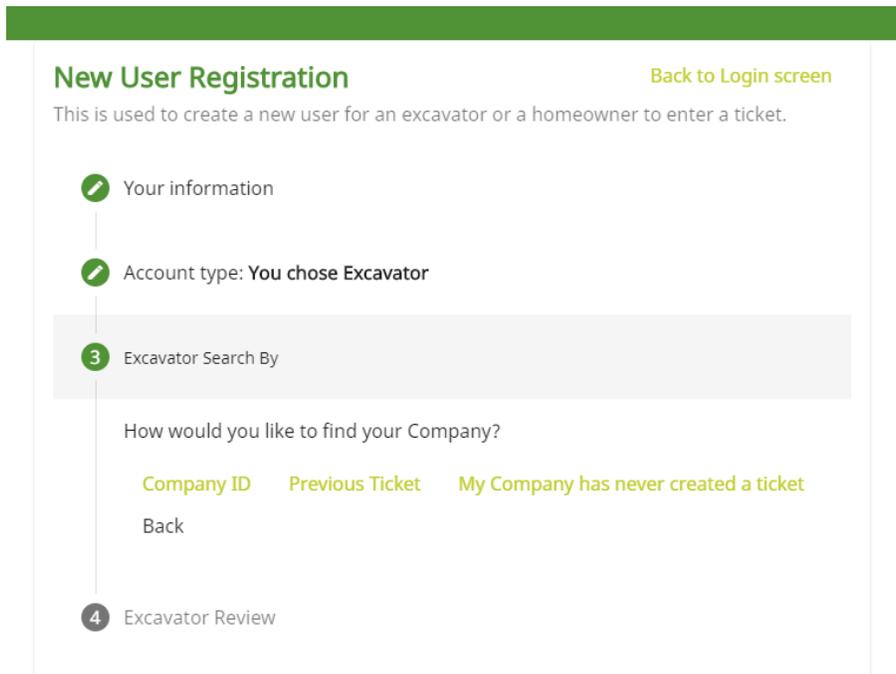
[Excavator](#) [Homeowner](#)

[Back](#)

- 4) After completing these steps, you can move on to the final part of the set-up. The process will vary slightly depending on if you are a [new contractor](#), [existing contractor](#), or [homeowner](#). Continue scrolling or click the role that applies to you for more detailed instruction.

Registering As A New User for An Existing Contractor

After you select the Excavator option, the following screen will appear.



The screenshot shows a mobile application interface for 'New User Registration'. At the top, there is a green header bar. Below it, the title 'New User Registration' is displayed in green, with a 'Back to Login screen' link in yellow to its right. A subtitle reads: 'This is used to create a new user for an excavator or a homeowner to enter a ticket.' A vertical progress indicator on the left shows four steps: 1. Your information (completed), 2. Account type: You chose Excavator (completed), 3. Excavator Search By (current step, highlighted in grey), and 4. Excavator Review. Under step 3, the text asks 'How would you like to find your Company?' and provides three options: 'Company ID', 'Previous Ticket', and 'My Company has never created a ticket', all in yellow. A 'Back' link is located below these options.

- 1) In this example the Company ID is going to be used and is entered into the Company ID field. You can also input a previous ticket number that was submitted by you for your company.

Note: Any ID numbers or tickets created previous to 11/3/22 may not be available in the new system. If you are not able to pull up your company via ticket number, contact Digline to learn your new ID number or have us create one.

New User Registration [Back to Login screen](#)

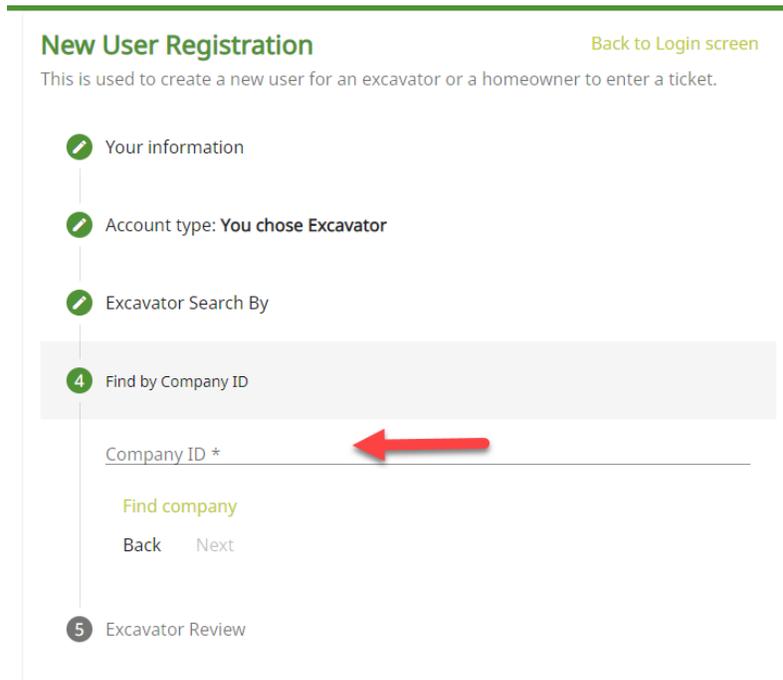
This is used to create a new user for an excavator or a homeowner to enter a ticket.

- ✔ Your information
- ✔ Account type: **You chose Excavator**
- ✔ Excavator Search By
- 4** Find by Company ID
- 5 Excavator Review

Company ID *

[Find company](#)

[Back](#) [Next](#)



- 2) If the Company ID you input is found, then the New User Registration screen will be populated with the name of the excavator company associated with the Company ID. If the name of the correct company is being displayed, then you will click on the Next link.

New User Registration [Back to Login screen](#)

This is used to create a new user for an excavator or a homeowner to enter a ticket.

- ✔ Your information
- ✔ Account type: **You chose Excavator**
- ✔ Excavator Search By
- 4** Find by Company ID
- 5 Excavator Review

Company ID *

3

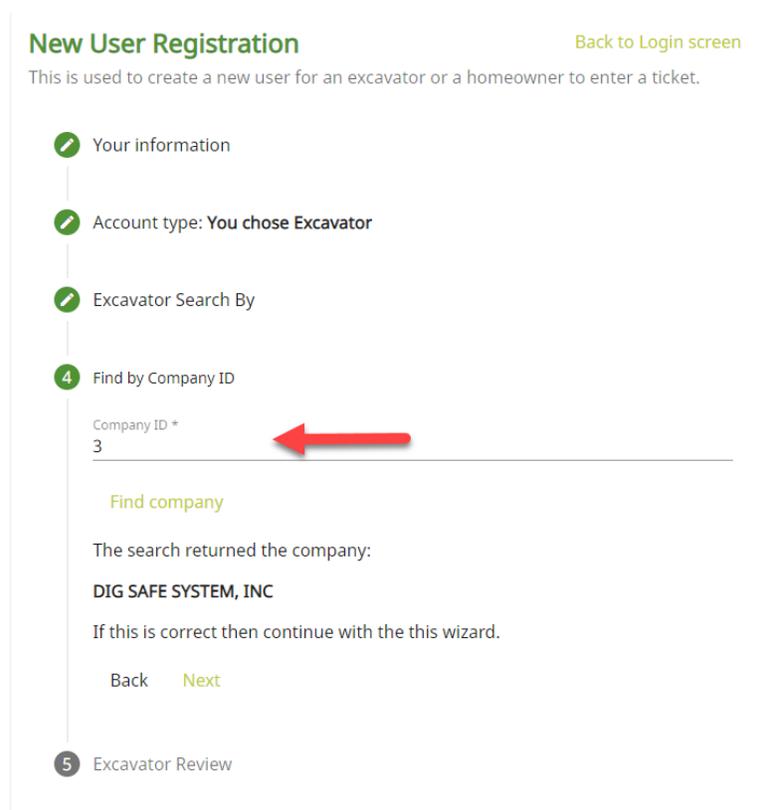
[Find company](#)

The search returned the company:

DIG SAFE SYSTEM, INC

If this is correct then continue with the this wizard.

[Back](#) [Next](#)



- 3) The following screen will display all information associated with you and your company. Once you verify this information is correct, then you will click on the Submit link and a Terms & Conditions disclaimer will appear. Please review the disclaimer and then click on Accept to be logged into Exactix.

New User Registration

[Back to Login screen](#)

This is used to create a new user for an excavator or a homeowner to enter a ticket.

- ✓ Your information
- ✓ Account type: **You chose Excavator**
- ✓ Excavator Search By
- ✓ Find by Company ID
- 5** Excavator Review

Please review the summary of the information below. If it is correct, click 'Submit' to finish registration.

One Call Center: DIG SAFE NEW ENGLAND
First name: JANE
Last name: DOE
Email address: **GEIGERROCKON+1@GMAIL.COM**
Phone number: (111) 999-7777
Excavator company: DIG SAFE SYSTEM, INC
Excavator office: DIG SAFE TESTING

[Back](#) [Submit](#)

Note: If you click on Decline, you will not be registered as an Exactix user. Clicking on Accept will log you into Exactix.

Excavator Search By

Terms & Conditions

The Exactix service is provided "as is" without any warranties and Dig Safe waives all liability relating to your use of the service. By inputting your ticket online using Exactix you assume full responsibility for your use of the service and the accuracy and completeness of the information you've provided. Information that is improperly entered or improperly transmitted may not be received or understood by member utilities. Dig Safe does not verify the accuracy of information provided by you, member utilities or other third parties.

The Exactix service only notifies Dig Safe member utilities of proposed excavation in the area of their underground facilities based on information they've provided. Dig Safe does not notify non-member utilities of these activities.

[Decline](#) [Accept](#)

Last Name: DOE
Email address: GEIGERROCKON+1@GMAIL.COM

 JANE DOE

Home

Welcome to Exactix!
[Go to Ticket Dashboard](#)

Announcements

Registering As A New User for a New Excavator

- 1) If your company has “never” submitted a locate request (previous to September 1st of 2022), then you will click on the My Company Has Never Created A Ticket link.

New User Registration [Back to Login screen](#)

This is used to create a new user for an excavator or a homeowner to enter a ticket.

1 Your information

2 Account type: **You chose Excavator**

3 Excavator Search By

How would you like to find your Company?

[Company ID](#) [Previous Ticket](#) [My Company has never created a ticket](#)

[Back](#)

4 Excavator Review

- 2) The following screen will appear, and you must input the required information. Please note you must define the type of company you represent. In this case, we are selecting Contractor.

New User Registration [Back to Login screen](#)

This is used to create a new user for an excavator or a homeowner to enter a ticket.

1 Your information

2 Account type: **You chose Excavator**

3 Excavator Search By

4 New Company

Please enter your company name and an address

Company Name *
DOE EXCAVATING

Are you a Contractor or a Member of the One Call?
CONTRACTOR
MEMBER
MUNICIPALITY

Address1 *
Address2

City * State * Zip *

[Back](#) [Next](#)

5 Excavator Review

3) After populating the required fields, you will click on the Next link.

New User Registration [Back to Login screen](#)

This is used to create a new user for an excavator or a homeowner to enter a ticket.

- ✔ Your information
- ✔ Account type: **You chose Excavator**
- ✔ Excavator Search By
- 4** New Company
- 5 Excavator Review

Please enter your company name and an address

Company Name *
DOE EXCAVATING

Are you a Contractor or a Member of the One Call? Company Type * CONTRACTOR

Address1 *
PO BOX 400

Address2

City * State * Zip *
WOBURN MA 55555

[Back](#) [Next](#)

4) The following screen will display all information associated with the new user. Once they verify this information is correct, then they will click on the Submit link and a Terms & Conditions disclaimer will appear. Please review the disclaimer and then click on Accept to be logged into Exactix.

New User Registration

[Back to Login screen](#)

This is used to create a new user for an excavator or a homeowner to enter a ticket.

- ✔ Your information
- ✔ Account type: **You chose Excavator**
- ✔ Excavator Search By
- ✔ New Company
- 5** Excavator Review

Please review the summary of the information below. If it is correct, click 'Submit' to finish registration.

One Call Center: DIG SAFE NEW ENGLAND
First name: SAME
Last name: DOE
Email address: ~~GEIGERROCKON~~+2@GMAIL.COM
Phone number: (222) 333-4444
Excavator company: DOE EXCAVATING
Excavator address: PO BOX 400
WOBURN, MA 55555

[Back](#) [Submit](#)

Note: If you click on Decline, you will not be registered as an Exactix user. Clicking on Accept will log you into Exactix.

✔ Excavator Search By

Terms & Conditions

The Exactix service is provided "as is" without any warranties and Dig Safe waives all liability relating to your use of the service. By inputting your ticket online using Exactix you assume full responsibility for your use of the service and the accuracy and completeness of the information you've provided. Information that is improperly entered or improperly transmitted may not be received or understood by member utilities. Dig Safe does not verify the accuracy of information provided by you, member utilities or other third parties.

The Exactix service only notifies Dig Safe member utilities of proposed excavation in the area of their underground facilities based on information they've provided. Dig Safe does not notify non-member utilities of these activities.

Last name: DOE
Email address: GEIGERROCKON+2@GMAIL.COM

 DigSafe
SAME DOE

Home Tickets

Home

Welcome to Exactix!
[Go to Ticket Dashboard](#)

Announcements

Registering as a Homeowner

- 1) If you are a homeowner who has not submitted a locate request through the new system, then you will click on the Homeowner link.

New User Registration [Back to Login screen](#)

This is used to create a new user for an excavator or a homeowner to enter a ticket.

1 Your information

2 Account type:

Please select an account type:

[Excavator](#) [Homeowner](#)

[Back](#)

- 2) You will then input your address, and then click on the Next link.

New User Registration [Back to Login screen](#)

This is used to create a new user for an excavator or a homeowner to enter a ticket.

1 Your information

2 Account type: **You chose Homeowner**

3 Address

Please provide your home address

Address1 *
PO BOX 1000

Address2

City * WOBURN State * MA Zip * 55555

[Back](#) [Next](#)

4 Previous Ticket?

5 Homeowner Review

- 3) If you had called in a previous locate to the One Call Center, you can input the ticket number, or the phone number associated with you. If you do not have a previous ticket, then you would click on the Next link.

New User Registration [Back to Login screen](#)

This is used to create a new user for an excavator or a homeowner to enter a ticket.

- ✓ Your information
- ✓ Account type: You chose Homeowner
- ✓ Address
- 4** Previous Ticket?
- 5 Homeowner Review

If you can, please provide us with a previous ticket number and the phone number on that ticket to help us try to give you access to your previous tickets

Ticket Number Phone number *

[Back](#) [Next](#)

- 4) The following screen will display all information associated with you. Once you verify this information is correct, then you will click on the Submit link and a Terms & Conditions disclaimer will appear. Please review the disclaimer and then click on Accept to be logged into Exactix.

New User Registration

[Back to Login screen](#)

This is used to create a new user for an excavator or a homeowner to enter a ticket.

✓ Your information

✓ Account type: **You chose Homeowner**

✓ Address

✓ Previous Ticket?

5 Homeowner Review

Please review the summary of the information below. If it is correct, click 'Submit' to finish registration.

One Call Center: DIG SAFE NEW ENGLAND
First name: JIM
Last name: DOE
Email address: [REDACTED]@GMAIL.COM
Phone number: (222) 888-6666
Address: PO BOX 1000
WOBURN, MA 5555
Prev. ticket number: N/A
Prev. phone number: N/A

[Back](#) [Submit](#)

Note: If you click on Decline, you will not be registered as an Exactix user. Clicking on Accept will log you into Exactix.

✓ Address

Terms & Conditions

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The screenshot shows the user's dashboard after successful registration. The top bar is green with the DigSafe logo and the user's name 'JIM DOE'. The sidebar on the left has 'Home' and 'Tickets' options. The main content area displays a 'Welcome to Exactix!' message with a link to 'Go to Ticket Dashboard' and an 'Announcements' section.