



Self Registration Process

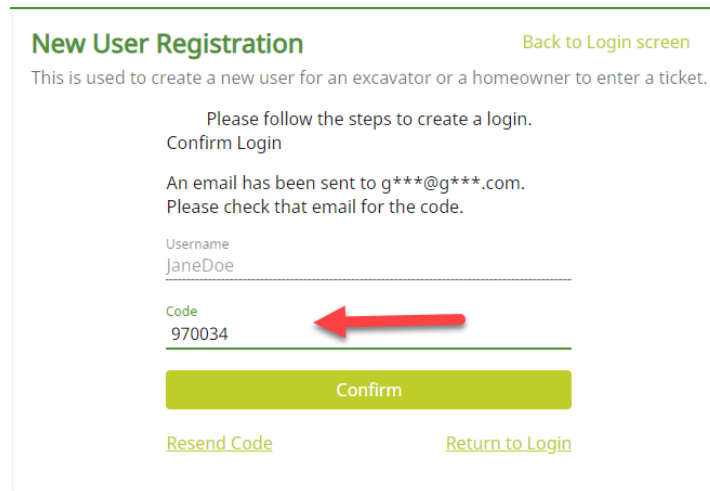
- 1) The following is the login screen for Exactix. A first time user who does not have a login into Exactix will self-register by clicking on the Create An Account link. This process is used by Excavators, as well as Homeowners.

The image shows the Exactix login screen. It has a green header bar. Below it, the "exactix" logo is in the top right. On the left, there's a link "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 "Create account" link is a "Reset/forgot password" link. Below these links is a "Sign In" button. At the bottom, there's a "coursettra" logo and a "Sign in with Google" button. At the very bottom, there's an "Announcements" section.

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

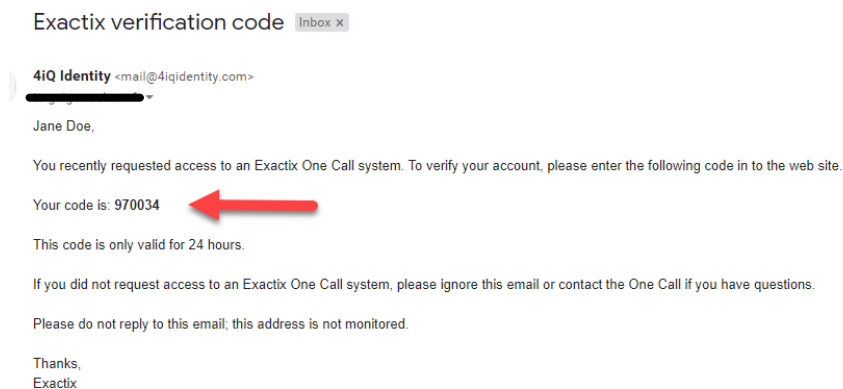
The image shows the "New User Registration" form. It has a green header bar. Below it, the title "New User Registration" is in green, and there's a "Back to Login screen" link. Below the title is a subtitle: "This is used to create a new user for an excavator or a homeowner to enter a ticket." Below this is a message: "Please follow the steps to create a login." followed by "Sign up". Below that is a message: "You will get an email at the address provided for verification." followed by "Email Address". Below the email address is a text input field containing "jane.doe.1@gmail.com". Below the email address is a "Confirm Email Address" label followed by another text input field containing "jane.doe.1@gmail.com". Below the email address is a "Username" label followed by a text input field containing "JaneDoe". Below the username is a "First Name" label followed by a text input field containing "Jane". Below the first name is a "Last Name" label followed by a text input field containing "Doe". Below the last name is a "Password requirements:" section with a bullet point: "Must be at least 6 characters". Below the password requirements is a "Password" label followed by a text input field with masked characters. Below the password is a "Confirm Password" label followed by a text input field with masked characters. Below the confirm password is a green "Submit" button. Below the submit button 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.



The image shows a 'New User Registration' screen. At the top, there's a title 'New User Registration' and a link 'Back to Login screen'. Below the title, a subtitle states: 'This is used to create a new user for an excavator or a homeowner to enter a ticket.' The main instructions are: '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.' There are two input fields: 'Username' with the value 'JaneDoe' and 'Code' with the value '970034'. A red arrow points to the 'Code' field. Below the input fields is a green 'Confirm' button. At the bottom, there are two links: 'Resend Code' and 'Return to Login'.

Example of Email:



The image shows an email titled 'Exactix verification code' with an 'Inbox x' button. The sender is '4iQ Identity <mail@4iqidentity.com>'. The recipient is 'Jane Doe,'. The email body contains the following text: 'You recently requested access to an Exactix One Call system. To verify your account, please enter the following code in to the web site. Your code is: 970034' (with a red arrow pointing to the code), 'This code is only valid for 24 hours.', 'If you did not request access to an Exactix One Call system, please ignore this email or contact the One Call if you have questions.', and 'Please do not reply to this email; this address is not monitored.' The email ends with 'Thanks, Exactix'.

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.

 **Your information**

2 Account type:

Please select an account type:

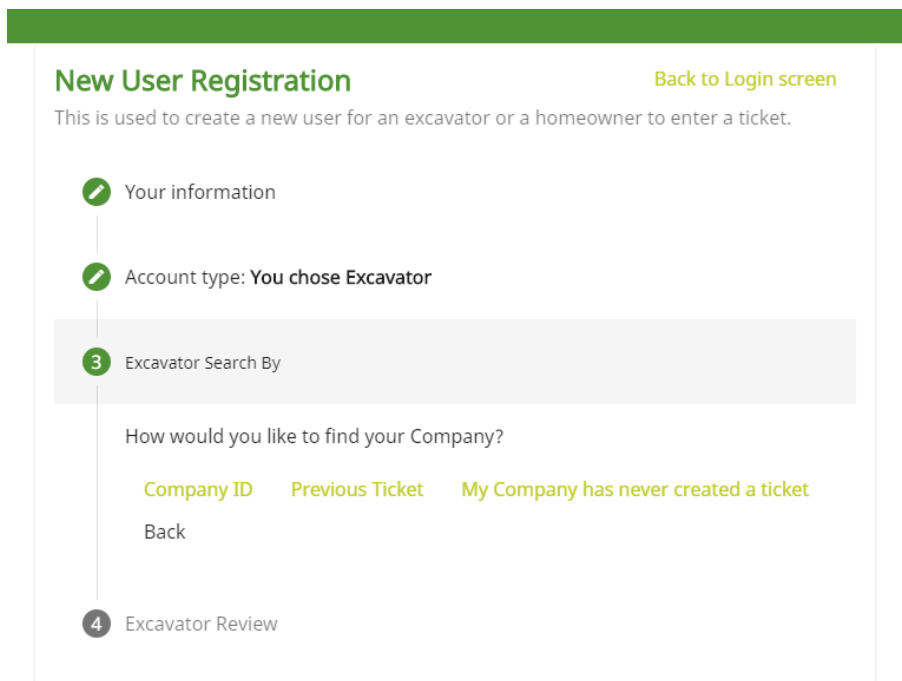
[Excavator](#) [Homeowner](#)

[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 'New User Registration' screen with a green header bar. The title 'New User Registration' is in green, and a 'Back to Login screen' link is in yellow. Below the title is a subtitle: 'This is used to create a new user for an excavator or a homeowner to enter a ticket.' A progress indicator on the left shows four steps: 1. Your information (green checkmark), 2. Account type: You chose Excavator (green checkmark), 3. Excavator Search By (green circle with '3'), and 4. Excavator Review (grey circle with '4'). Step 3 is highlighted with a grey background. Under step 3, the text 'How would you like to find your Company?' is followed by three yellow links: 'Company ID', 'Previous Ticket', and 'My Company has never created a ticket'. A 'Back' link is also present.

- 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](#)
[Tickets](#)

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.

✓ Your information

✓ 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.

✓ Your information

✓ Account type: You chose Excavator

✓ 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 *

WOBURN

State *

MA

Zip *

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
WOBBURN, 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.

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✗ Decline

✓ Accept

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



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

[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: JIM.DOE@GMAIL.COM
Phone number: (222) 888-6666
Address: PO BOX 1000
WOBURN, MA 55555
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


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 Decline

 Accept

DigSafe

JIM DOE

[Home](#)
[Tickets](#)

Home

Welcome to Exactix!

[Go to Ticket Dashboard](#)

Announcements