



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).

New Member Setup Current Member Information Update Effective Date: _____

Company Information

Company Name: _____

Mailing Address: _____

Billing Address _____
 (if different): _____

Counties Served: _____

Send Invoice and Statement:
 Mail Email Mail & Email

Business Hours: _____

Email Address: _____

Transmission of Locate Requests

Transmission Type: Email

Transmission Destination (email address): _____

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

Second Transmission Type: Email

Second Transmission Destination (email address): _____

Duplicate Options: Duplicate All Emergencies Only Emergencies & Priorities

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

Contact Information

Member Representative: _____ Phone: _____ Email: _____

Additional Roles[†]: Accounting Mapping & Service Area Design & Facility Requests Ticket Reporting

Alternate Representative: _____ Phone: _____ Email: _____

Additional Roles[†]: 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: _____

Additional Roles[†]: Accounting Mapping & Service Area Design & Facility Requests Ticket Reporting

Additional Contact: _____ Phone: _____ Email: _____

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[†]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 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.