

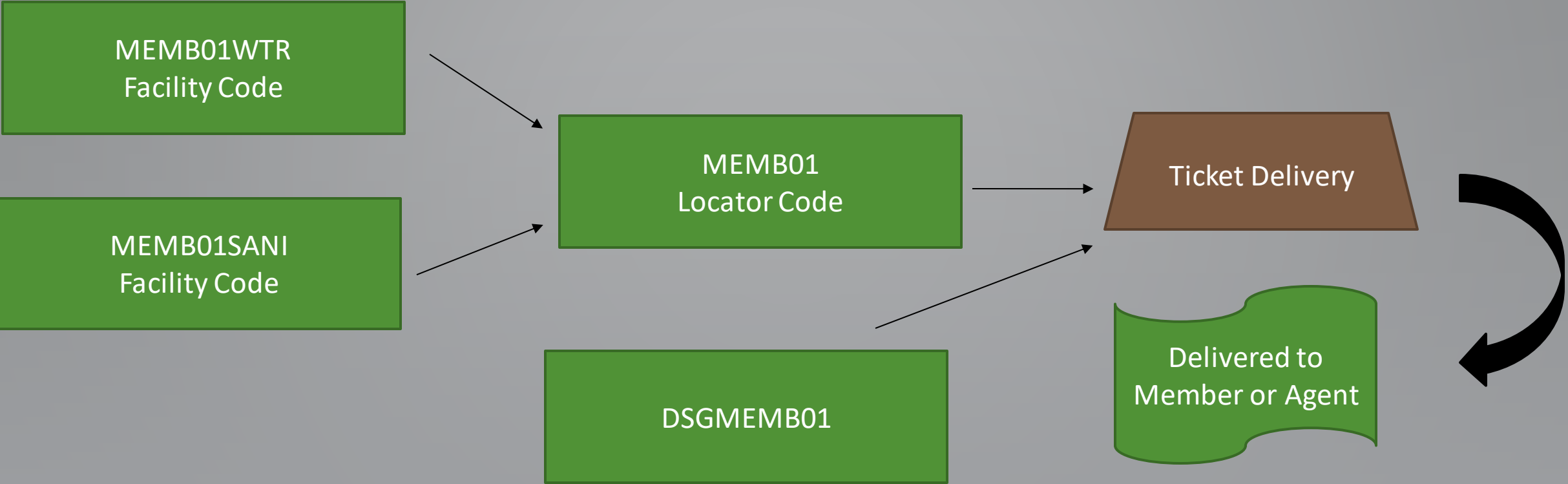
GETTING THE MOST OUT OF YOUR MEMBER CODES

Contact Updates, Ticket Delivery and Database Options

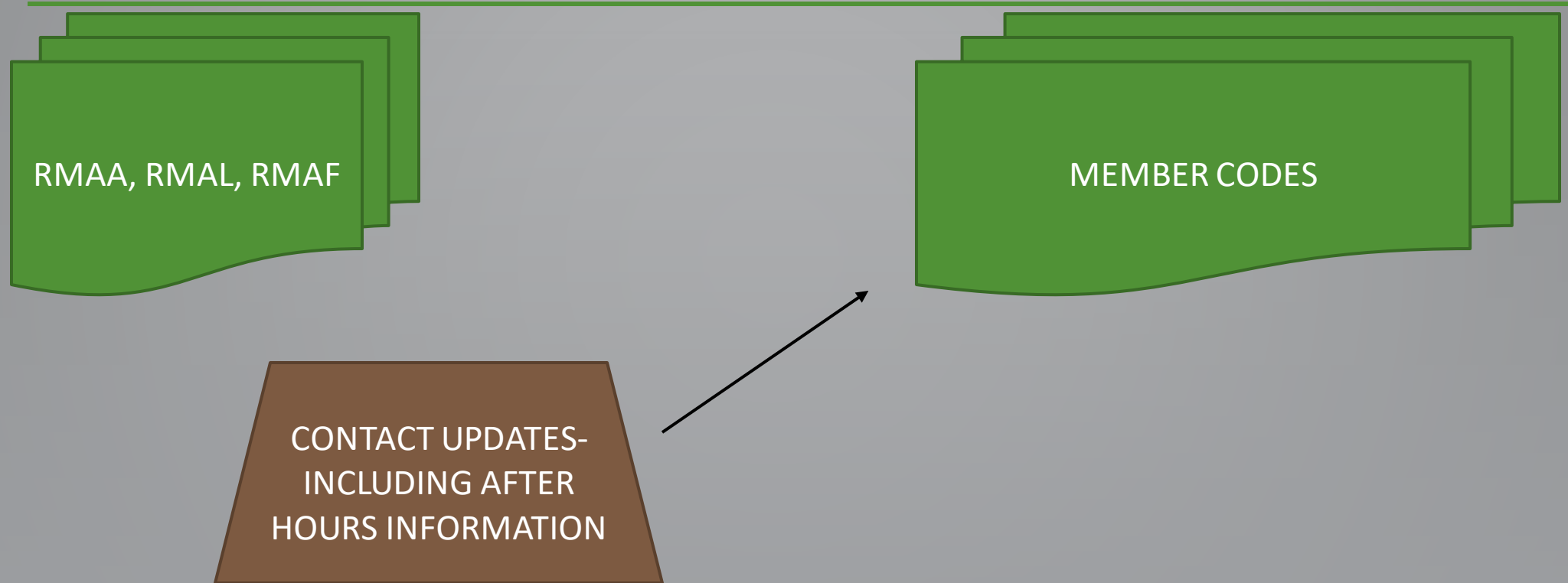
TYPES OF CODES

- **Locator Codes:** Contain only ticket delivery information.
- **Facility Codes:** Contain mapped databases and are labeled with the appropriate facility type suffix.
- **Design Codes:** Contain mapped databases and are labeled with prefix *DSG*. These codes receive design tickets placed by design/engineering firms and are for planning purposes only.
- Member codes that have no ticket delivery information and contain delivery rules to another member are called **dummy codes**. Facility codes are almost always set up as dummy codes that are routed to a locator code.
- **Abandon, Overhead and Marine Codes**

KEEPING CODE INFORMATION UP TO DATE: TICKET DELIVERY



KEEPING CODE INFORMATION UP TO DATE: UPDATING CONTACT INFORMATION



KEEPING CODE INFORMATION UP TO DATE: CONTACT INFORMATION

Main Contact
and shows up
on Tickets

Used to receive
Text messages or
IVR call outs for
Emergency tickets
during after hours

Only used within
the Member
Services
Department if
Receiving Contact
cannot be reached

Receiving Contact

After Hours

Alternate Contact

DATABASE INFORMATION: DESIGN AND FACILITY CODES

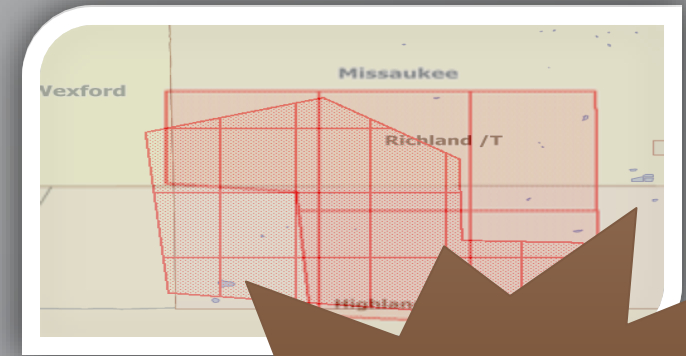
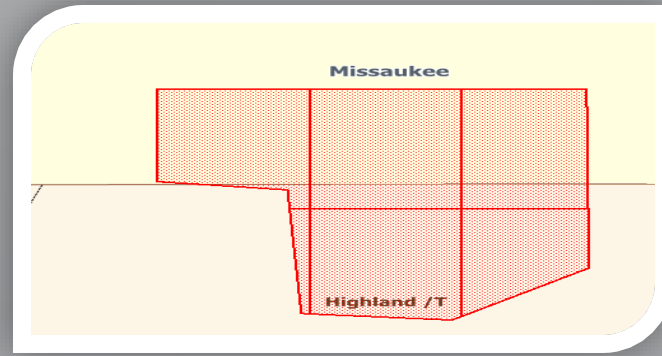
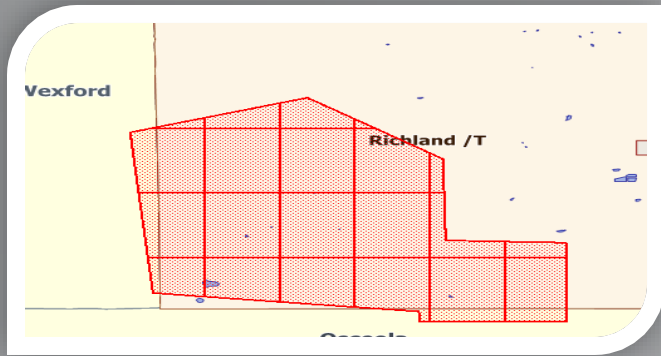
MEMB01WTR



MEMB01SANI

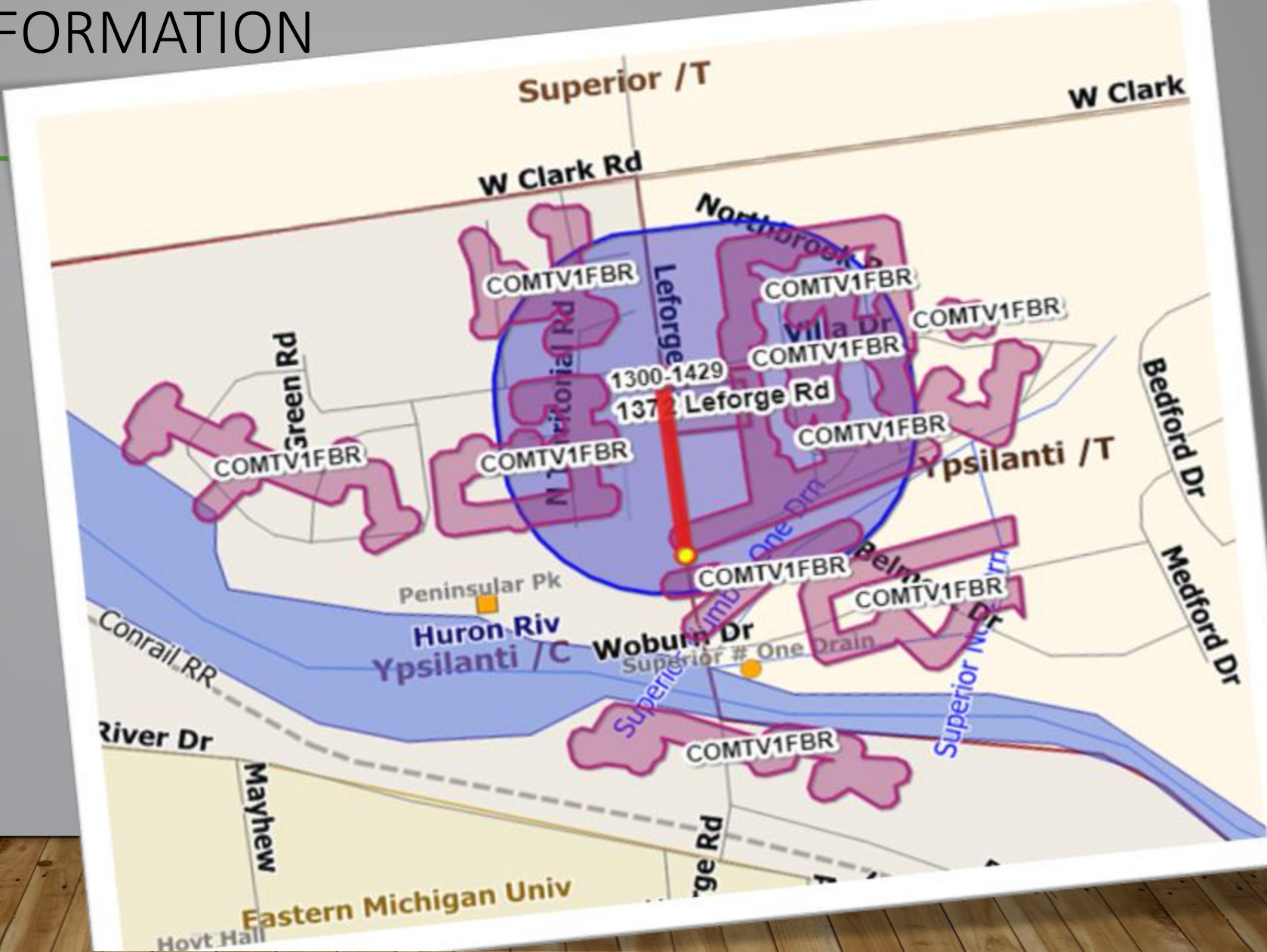


DSGMEMB01



Combination of
Facility Code
Databases

DATABASE INFORMATION



DATABASE INFORMATION: HOW TO KEEP IT UP TO DATE

Member Service Support

This form allows you to request map editing access and submit .shp files for import into your member code's database, as well as contact the Member Services Department for questions and troubleshooting.

Select one of the following *

Mapping ▼

Organization/company name *

First name * Last name *

Phone number *

Email address *

RMA account name *

Mapping task *

If you are the owner of a RMAM or RMAF Account, you can use this form for mapping.

DATABASE INFORMATION: SHAPE FILE IMPORT FORM

Member Service Support

This form allows you to request map editing access and submit .shp files for import into your member code's database, as well as contact the Member Services Department for questions and troubleshooting.

Select one of the following *

Organization/company name *

First name *

Last name *

Phone number *

Email address *

RMA account name *

Mapping task *

Please note that changes made to your facility code(s) must also be made to your design code, as the design code contains the sum of places and shapes in your facility code(s).

File Requirements

- zip file must include the file extensions:
 - .dbf
 - .prj
 - .shp
 - .shx
 - .sbx
 - .sbn
- .kml and .kmz are acceptable
- Datum used must be NAD83 or WGS84

DATABASE INFORMATION: MAP EDITING ACCESS

Member Service Support

This form allows you to request map editing access and submit .shp files for import into your member code's database, as well as contact the Member Services Department for questions and troubleshooting.

Select one of the following *

Mapping

Organization/company name *

First name * Last name *

Phone number *

Email address *

RMA account name *

Mapping task *

Map Editing Access

Please note that changes made to your facility code(s) must also be made to your design code, as the design code contains the sum of places and shapes in your facility code(s).

The other option is to self-map using the Member Polygon Maintenance Program. Use this form to request access to the codes you would like to map.

DATABASE INFORMATION



TYPE OF CODE CONTAINS ONLY TICKET DELIVERY?

- Locator Code

WHICH RMA (REMOTE MEMBER ACCESS) ACCOUNTS
CAN YOU MAKE CONTACT UPDATES IN?

RMAL

RMAF

RMAA

DOES THE DESIGN CODE CONTAIN A DATABASE?

- Yes, the database is a combination of the facility codes.

WHERE WOULD THE OWNER OF AN RMAM/RMAF GO TO SEND IN A SHAPE FILE UPLOAD?

- The Member Services Support Form located on the MISS DIG 811 website.

WHICH PROGRAM IS USED TO SELF-MAP THE DATABASE?

- Member Polygon Maintenance

MEMBER SERVICES

- The Member Services Department is here to help!
- Contact our team with any questions by emailing us at membersupport@missdig811.org or calling at (800) 482-7161.