


e-OHA

Request Overhead Assistance at a SINGLE ADDRESS for an upcoming Project in the next 14 days. You CANNOT dig with this ticket.

1. Type esuite.missdig811.org into your browser, click  in the e-OHA section
2. Fill in the **Contact Information** fields
 - a. Telephone #
 - b. Lookup Phone # - click on this tab if you have previously placed an e-OHA using the filled in telephone number, it will fill in all the Contact Information fields
 - c. Caller Type – using the drop-down box click on the appropriate category
 - d. Your Full Name – Include a first and last name
 - e. Company or Person Excavating – Enter your name if you are doing the work, or the name of Company or hired person
 - f. Address of Above Company – Enter the address of whoever is doing the work
 - g. City
 - h. State
 - i. Zip
 - j. E-Mail – enter the address you want the ticket information to be sent to
3. Fill in **Field Contact Information** fields
 - a. Work Done For – Name of person or company work is being done for
 - b. Field Contact – The name of a person who will be on site to answer questions
 - c. Field Contact Phone # - The # the field contact can be reached at
 - d. Text # - If the field contact can be reached by text, enter the number
4. Fill in **Dig Site Location** fields – You do not have to be digging to place an e-OHA, you can place it for any work being done where you might come close to electric lines eg.. remove tree, tall equipment, repair roof, moving a house
 - a. County
 - b. Place – The city, township, or village the work site is in
 - c. Street Address – If it is the same, click on **COPY ADDRESS FROM ABOVE** tab
 - d. Cross Street – The nearest road that intersects with the Street Address
 - e. **FIND STREET** tab is used to pull up the address in our map to assist with complete Cross Street information, eg.. N Main St vs Main, and Place fields, if the system cannot find the address you can still place the ticket
 - f. **INTERSECTION** tab is used to pull up the intersection of the Street and the Cross Street in our map to assist with the Place field
 - g. Latitude / Longitude – Enter the GPS information for the work site if you wish
 - h. **GET GPS** – This tab will enter your current GPS location, will not work if you do not give the App permission to use your location
 - i. **GO TO LAT/LONG** – When clicked, this tab will take you to the GPS location in the map, can help you fill in cross street and place fields
5. Fill in the Excavation Details fields -

- a. Location of Work Area – Use the drop-down box to choose the area of the property the work is being done on
 - b. Type of Work – Use the drop-down box to choose the type of digging work that is being done that requires Overhead Assistance, if no digging is being done choose the closest one and put a note in the Additional Comments field, eg.. Repair Roof, Tall Equipment...
 - c. Click on MISSDIG811.ORG to view MIOSHA regulations regarding overhead electric clearance.
 - d. Answer the questions:
 - Will you be able to maintain the minimum clearance from any overhead electric lines with equipment you will be using according to MIOSHA?* – You **MUST** answer **NO** to this question, otherwise an Overhead Request is not necessary.
 - Will you be doing any directional boring?* – Answer **NO** to this question, this only pertains to digging.
 - Will work occur within 200 ft of railroad tracks?* – Answer **NO** to this question, this also only pertains to digging.
 - e. Additional Comments – Place any information you feel is helpful to the facility owners.
6. Click **SUBMIT** to place the order or **RESET** to clear all information from the form.