

e-Plan

Request Underground Utility information at a **single address** for the purpose of planning a future excavation project. You **CANNOT** dig with this ticket.

1. Type esuite.missdig811.org into your browser, click **Start** in the e-Plan section
2. Read the information completely and click **I understand**
3. 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 Designing – Enter your name if you are doing the work, or the name of Company or hired person
 - f. Address of Above Company or Person – 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
4. Fill in **Design Contact Information** fields
 - a. Work Done For – Name of person or company work is being done for
 - b. Designer Contact – The name of a person who will be can answer questions
 - c. Designer Contact Phone # - The # the designer can be reached at
 - d. Text # - If the designer can be reached by text, enter the number
5. Fill in **Design Site Location** fields
 - 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

6. Fill in the **Design 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 work that is being done
 - c. A field informs you of that facility owners have 10 days to respond to the design request and gives you the earliest date you can put in the Design Start Date field
 - d. Answer the questions:
 - Design Start Date* – The earliest date you can put in this calendar is the date listed above, or you can choose a later date
 - Anticipated Construction Date* – Enter the date in the calendar that you anticipate the digging portion of the project to begin. (Don't Forget - You must place a dig notice at least 3 working days prior to this date.)
 - Will work occur within 200 ft of railroad tracks?* – click Yes or No to this question
 - e. Additional Comments – Place any information you feel is helpful to the facility owners when they receive this information.
7. Click **SUBMIT** to place the order or **RESET** to clear all information from the form.