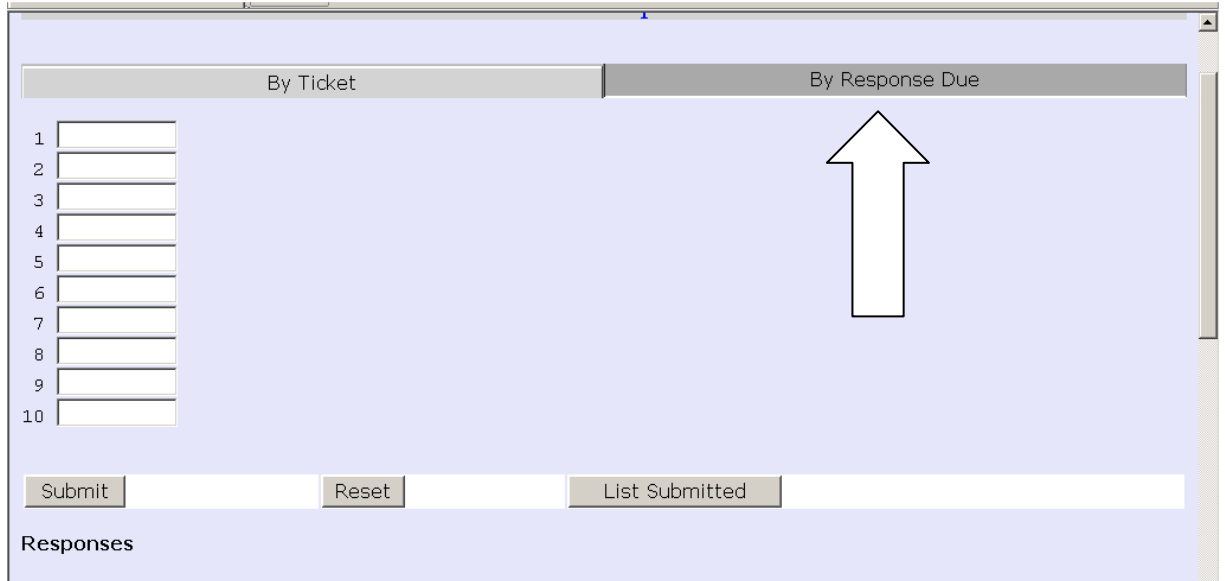




Miss Utility of Virginia
INTERNET POSITIVE RESPONSE DIRECTIONS

1. Go to www.missutilityofvirginia.com.
2. Click on “Utility Operators/Locators”.
3. Move your cursor to “Miss Utility Links” and hover the cursor there. New options will appear to the right, click on “Newtin Login”.
4. Click on “Newtin Login”.
5. You will be prompted for your user name and password. NOTE: Remember that the letters in the password must be lowercase!
6. Move your cursor to “Tickets” and hover there. Click on “Ticket Response”.
(NOTE: This will take a minute to load, only click once!)
7. The screen will look like this:



You may respond here by typing the ticket number in OR you can click on “By Response Due.” (see arrow)





8. The “Response Due” tab looks like this:

Newtin - A (Roanoke, VA)							
Positive Response							
By Ticket				By Response Due			
Ticket	Member	Response	Excav. rep. (for 60/61/90)	Response Due Date	County	Place	Street
A708700007	WGL904	<input type="text"/>	<input type="text"/>	04/02/07 07:00:00	FAIRFAX	CHANTILLY	14291 - 14295 PARK MEADOW DR
A708700019	WGL904	<input type="text"/>	<input type="text"/>	04/02/07 07:00:00	FAIRFAX		7228 BRADDOCK ROAD
A708700035	WGL904	<input type="text"/>	<input type="text"/>	04/02/07 07:00:00	FAIRFAX		3520 LACY BLVD
A708700037	WGL904	<input type="text"/>	<input type="text"/>	04/02/07 07:00:00	ALEXANDRIA CITY		405 QUEEN ST
A708700044	WGL904	<input type="text"/>	<input type="text"/>	04/02/07 07:00:00	FAIRFAX CITY	MOSBY WOODS	10204 SHILOH ST
A708700054	WGL904	<input type="text"/>	<input type="text"/>	04/02/07 07:00:00	FAIRFAX	RESTON	11021 SOLARIDGE DR
A708700062	WGL904	<input type="text"/>	<input type="text"/>	04/02/07 07:00:00	FAIRFAX	RESTON	11022 SOLARIDGE DR
A708700063	WGL904	<input type="text"/>	<input type="text"/>	04/02/07 07:00:00	FAIRFAX		BEULAH ROAD

Here you can see all outstanding tickets for your Member ID. Enter the response code(s) for any ticket(s), then click on “Submit”. The ticket(s) is/are updated, and now you can respond to any others. You may click on “Next” to view more tickets.

NOTE: Late tickets do NOT appear on the “By Response Due” tab. To respond to these tickets, you MUST type the ticket number in the “By Ticket” tab.

NOTE: Emergency tickets do not appear on the “By Response Due” tab since responding to Positive Response is not required for these tickets. If you choose to post a response for those tickets, you MUST type the ticket number in the “By Ticket” tab.

To verify that the system has recorded your responses, click on the “List Submitted” button.

