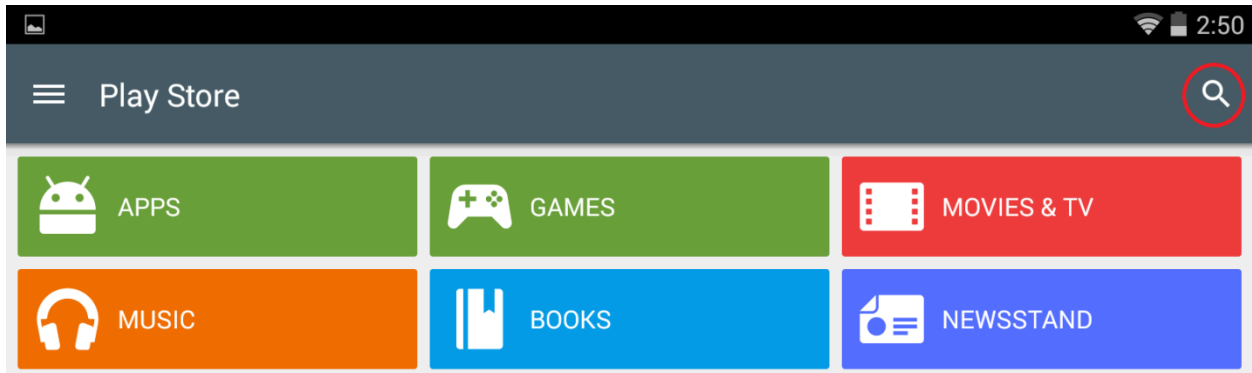


## Installing the “Dig Info AB” App and Logging In for the First Time

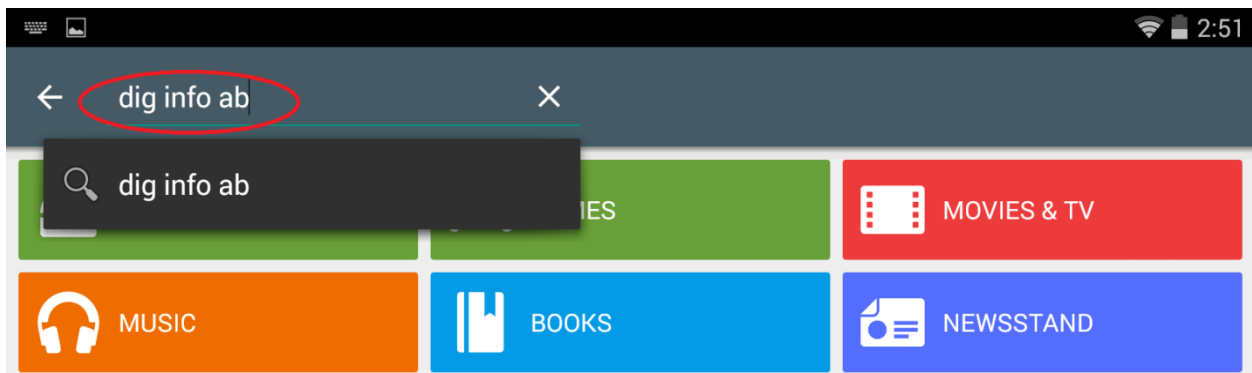
### Step One:

Open either Google Play (if on Android) or the App Store (if on iOS) and tap the “Search” icon:



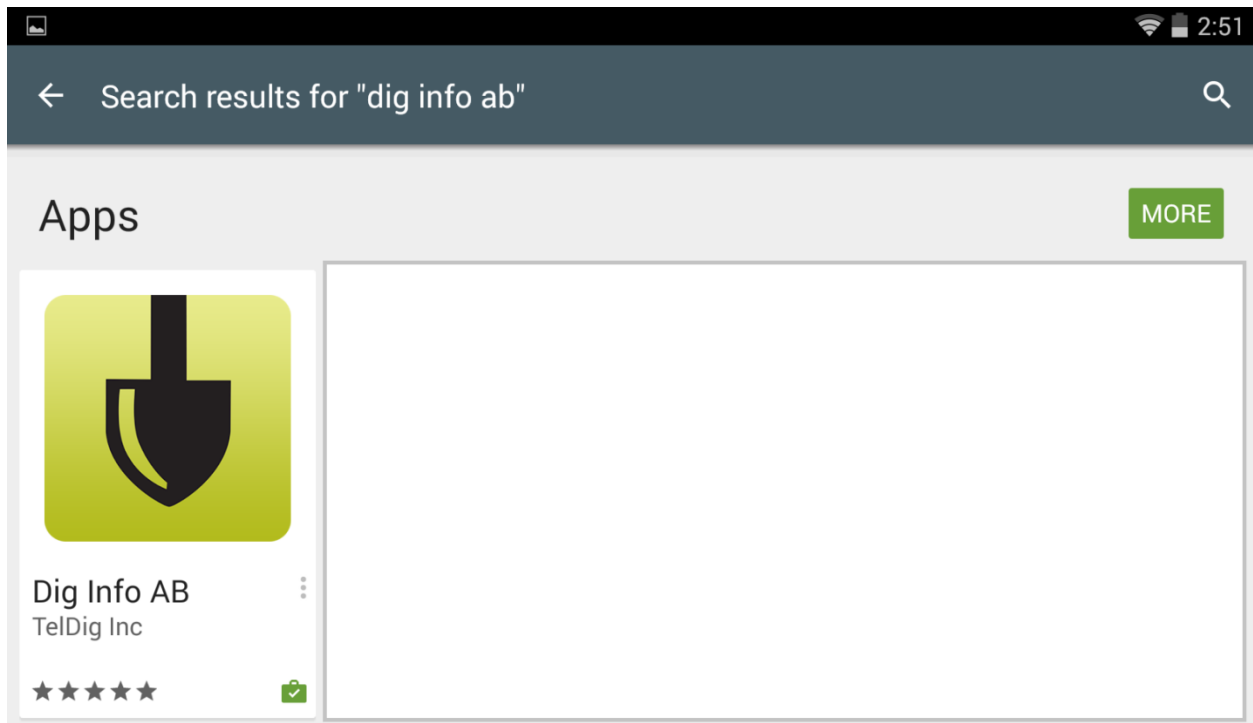
### Step Two:

On the search bar that appears, type in “DIG INFO AB” to find the App:



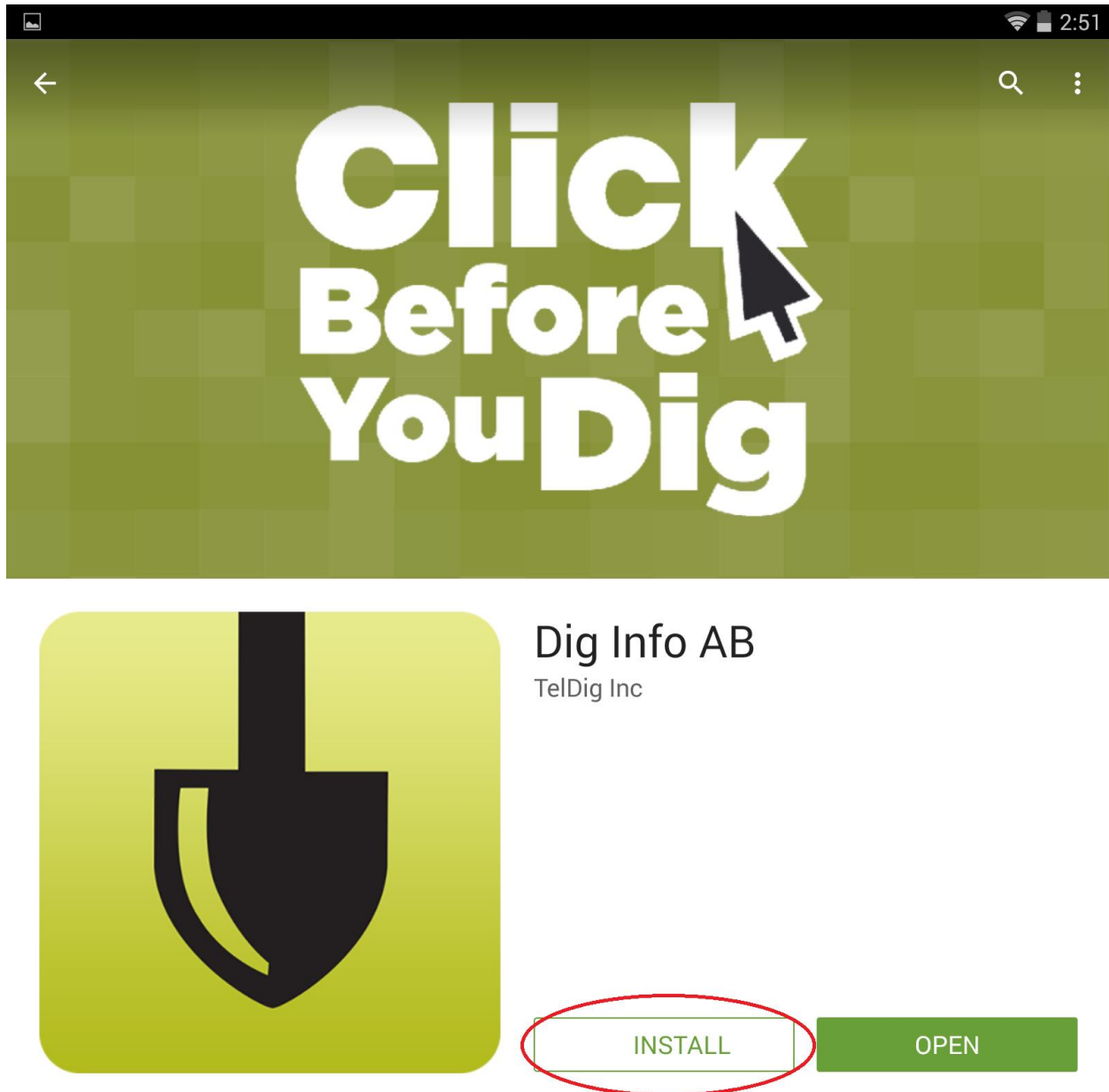
### Step Three:

After searching, the first result should be the “Dig Info AB” App, which you can tap to install:



**Step Four:**

Tap "Install" to install the App to your device:



**Step Five:**

After the App has installed, tap it to open and it should bring you to the home screen. From here, tap "Please create an ID and PW on our web site" to create a login if you have not already created one:

[Français](#)

# Click Before You Dig

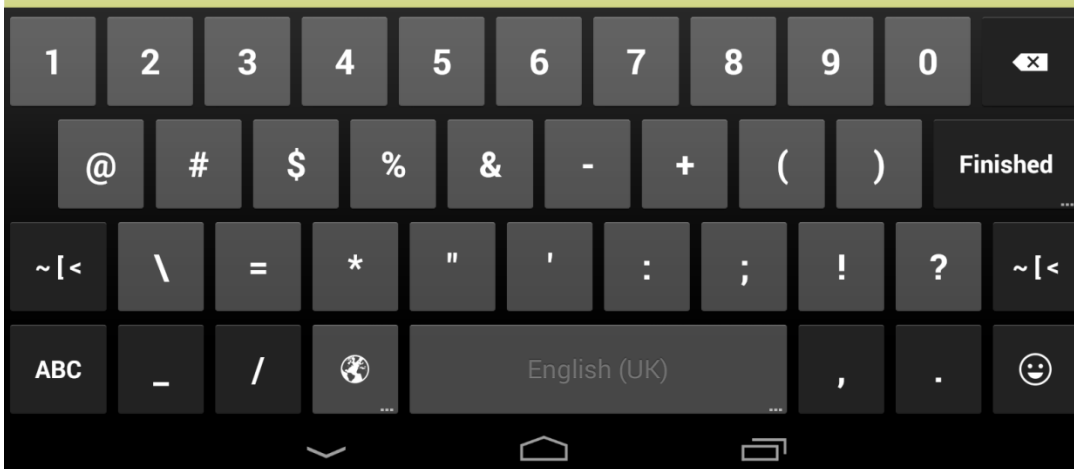
[Please create an ID and PW on our web site](#)



Remember me

[Forgot Password?](#)

Sign In



Note: If you have already created an account on our current website, you can just enter your login info and skip to step **Twelve**.

**Step Six:**

After tapping the link, your browser program will open and bring you to a password request page. Enter your primary email address:



Create an account

Please type in your email address. A message with registration instructions will automatically be sent to your email address.

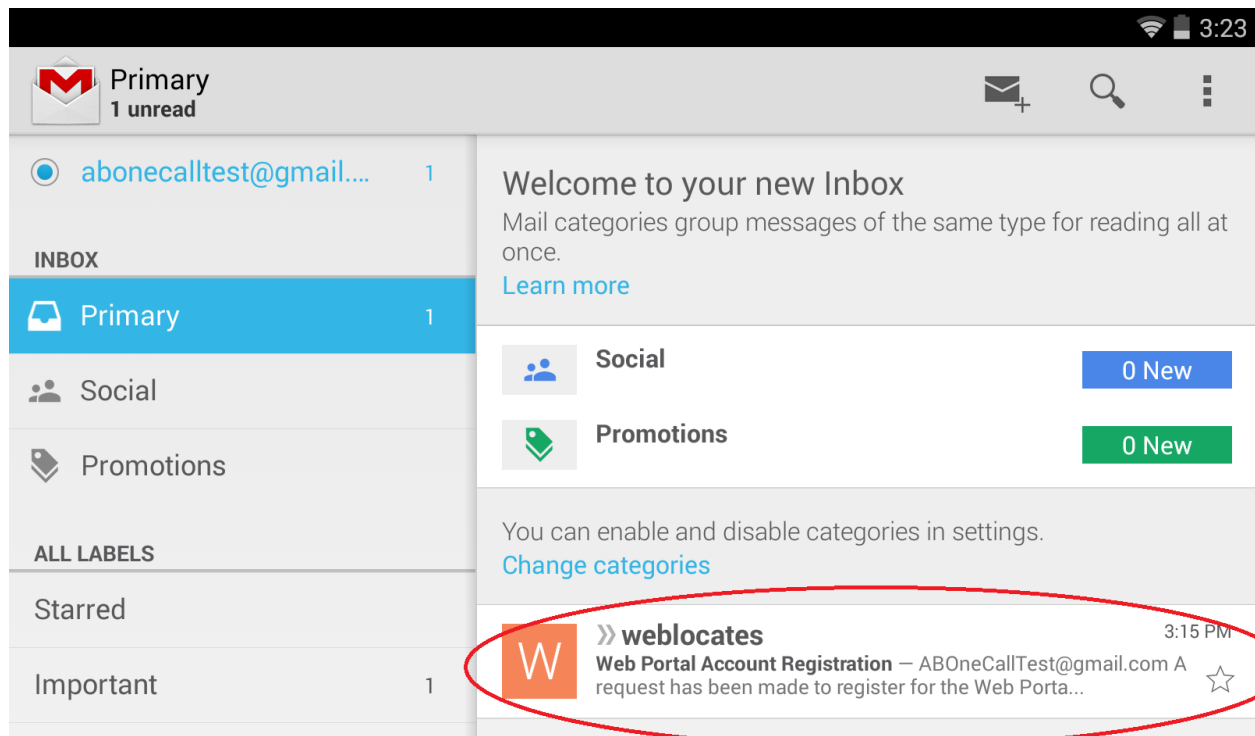
Email:

Send

Cancel

**Step Seven:**

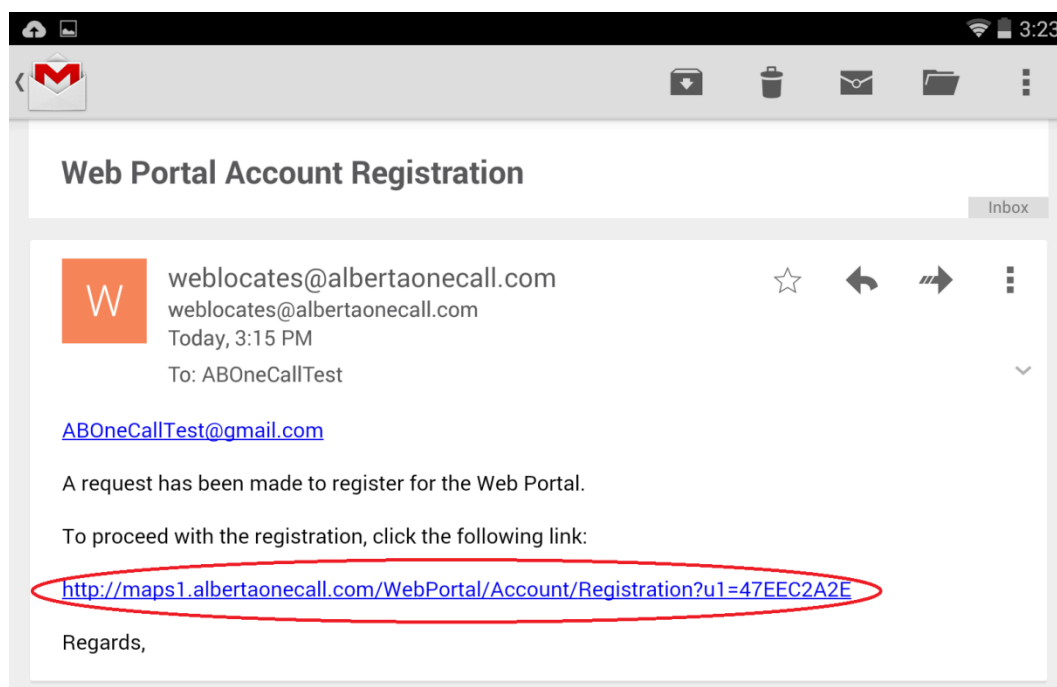
Shortly after (usually instantly), you will receive an email from AOC with a confirmation link:



Note: If you do not receive this email within 10 minutes, please check your Spam/Junkmail folder. If it is not there, please send an email to [info@albertaonecall.com](mailto:info@albertaonecall.com).

#### Step Eight:

Tap the confirmation link in your email to confirm your address:



### Step Nine:

This will again take you back to your browser, and you will be required to enter a password that you would like to use. Please ensure this password meets the noted criteria on the page, and click “Send” to continue:

Registration

Please make sure your password is at least 8 characters in length and contains at least 1 digit, 1 upper case letter and 1 lower case letter.

User name:

Password:

Confirm password:

### Step Ten:

This will take you to a required page, to enter your first “Excavator” profile under your account. Enter all information below. This information will be automatically entered on your submitted requests. Fields with a red asterisk (\*) are required:

Contractor

Welcome ABOneCallTest@gmail.com (No access defined.) | [Account settings](#) | [Help](#) | [Log out](#)

**Click Before You Dig**

Home Contractor

Save Cancel

**Company information**

\* Excavator code: 12989

\* Company name:

\* Contractor type:

**Contact information**

\* Primary Ph#:

Secondary Ph#:

Alt. Contact Ph#:

\* Email: ABOneCallTest@gmail.com

**Excavator**

\* Contact name:

Alternate contact:

**Notes**

Note: The “Notes” section is only for general notes pertaining to your account or profile, not notes for a specific locate request. Please enter these on the request itself only.

### Step Eleven:

Once you have all required fields filled out, tap “Save” to continue:



Contractor

Welcome ABOneCallTest@gmail.com (No access defined.) | [Account settings](#) | [Help](#) | [Log out](#)

**Click Before You Dig**

Home Contractor

**Save** **Cancel**

**Company information**

- \* Excavator code: 12989
- \* Company name: Test Excavator
- \* Contractor type: CONTRACTOR

**Contact information**

- \* Primary Ph#: (403) 245-4545
- Secondary Ph#:
- Alt. Contact Ph#:
- \* Email: ABOneCallTest@gmail.com

**Excavator**

- \* Contact name: Joe Digger
- Alternate contact:

**Notes**

Note: After clicking “Save”, a page will open in your browser, but you can simply close this and re-open the Dig Info AB App.

### Step Twelve:

Once you are back in the Dig Info AB App, enter your login information (email and password) and tap “Sign In” to begin. You can also check “Remember Me” so you do not have to enter this information in the future:

[Français](#)

# Click Before You Dig

[Please create an ID and PW on our web site](#)

☒

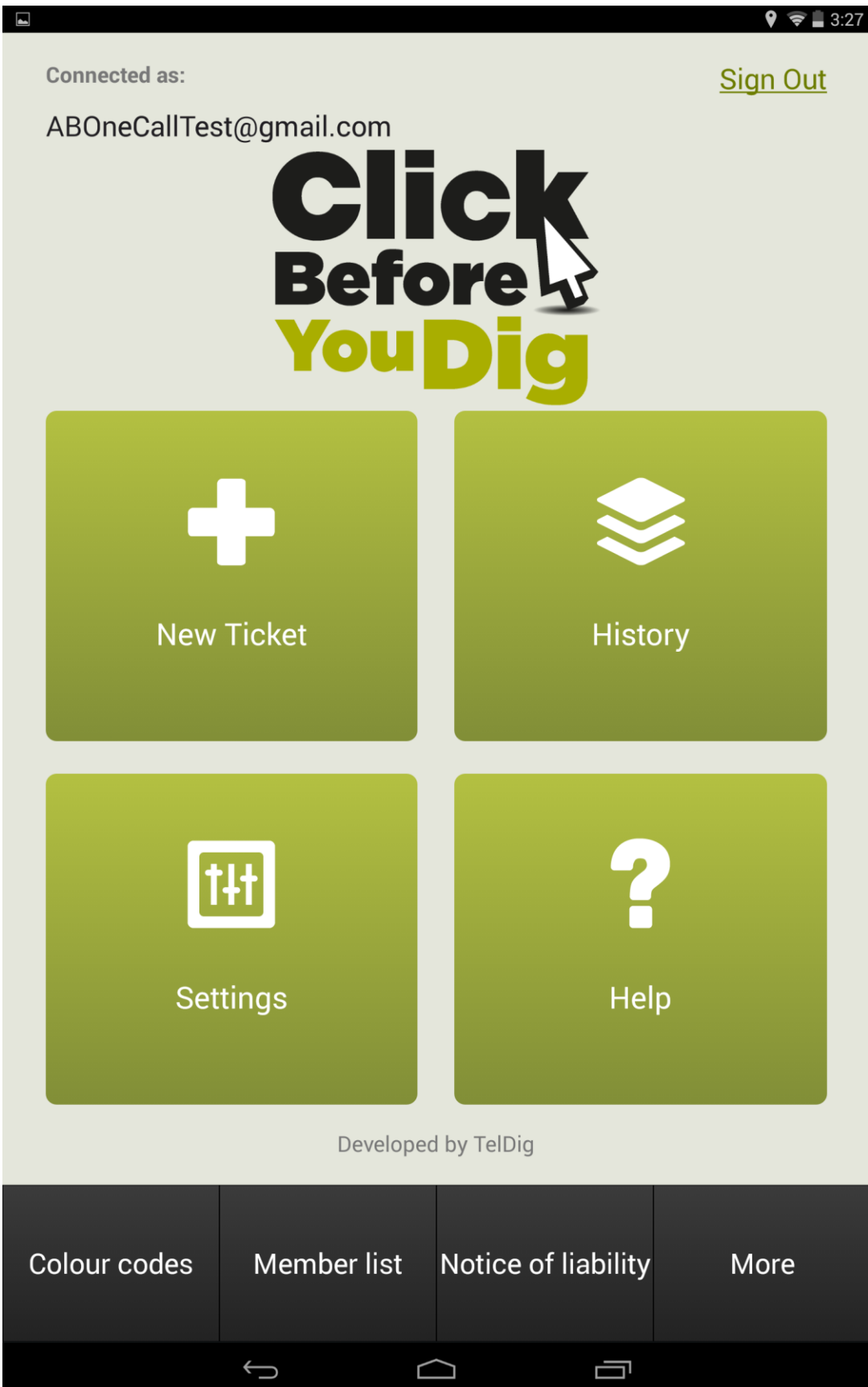
Remember me

[Forgot Password?](#)

Sign In

## The Dashboard

You will then be brought to the Dashboard, where you can create a new ticket ("New Ticket"), see your submitted ticket history ("History"), change your account settings ("Settings"), as well as many other options. Click "New Ticket" to start a new request (please see **Processing Civic**



## History

The screenshot shows a mobile application interface for 'History'. At the top, there's a dark header with a home icon and 'Page 1/1'. Below this, a section titled 'Ticket History (1-1/1)' indicates 'the last 8 days'. A table with columns 'Ticket #', 'Call date', and 'Work date' is shown. A search bar labeled 'Search by ticket #' is present. Below the search bar, there are two status filters: 'Suspended (1)' with a yellow background and an hourglass icon, and 'Processed (0)' with a green background and a checkmark icon. The table below shows one ticket entry with details: Ticket # 20144 50 7866, Project #90210, Call date 2014-11-07, Work date 2014-11-13, and location 7 STREET SE. The ticket is marked as 'Suspended' with a yellow background and an hourglass icon. The bottom of the screen shows standard Android navigation icons.

Ticket #	Call date	Work date
#20144 50 7866 Project #90210 7 STREET SE Intersection 1: - -- Intersection 2: -	2014-11-07	2014-11-13

**Suspended** tickets are tickets awaiting processing by an AOC employee. **Processed** requests have already been filed by an AOC employee, and you should have received an email listing the notified members.

### Top Field

**Ticket #:** Selecting Ticket # allows you to search your ticket history by Ticket number.

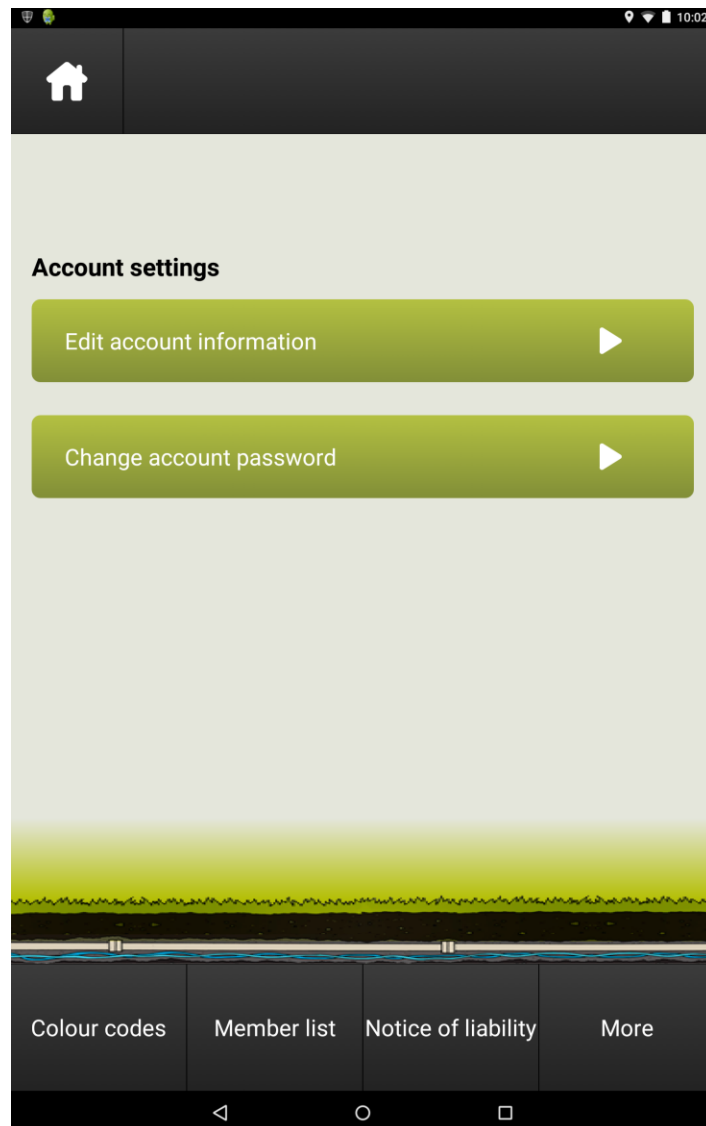
**Call Date:** Selecting Call Date allows you to search your ticket history for tickets submitted between a specified date range.

**Work Date:** Selecting Work Date allows you to search your ticket history for tickets with a locate response date between a specified date range.

### **Bottom Field**

Select **Ticket #**, **Call Date**, or **Work Date** to sort the listed tickets by these parameters.

## **Settings**



Use this page to change your **Account Information**, or your **Account Password** by tapping the appropriate links.

## Edit account information

Required fields

**Caller Information**

Excavator code #12989 [Test Excavator]

Caller name Joe Digger

Email ABOneCallTest@gmail.com

Phone # (403) 245-4545

Extension

Secondary Ph#

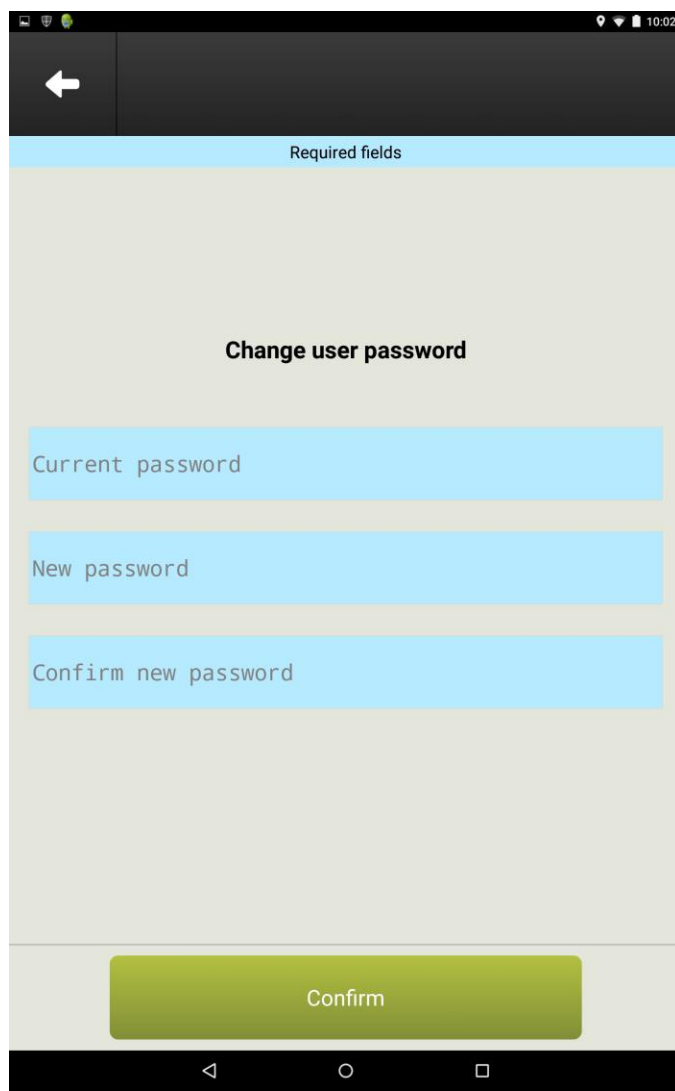
**Company Information**

Company name Test Excavator

Save

Use this page to modify your **Excavator Info**. Please note all blue fields are required.

## Change account password



The screenshot shows a mobile application interface for changing a user password. At the top, there is a dark header bar with a white back arrow on the left and status icons (signal, Wi-Fi, battery, and time 10:02) on the right. Below the header is a light blue bar with the text "Required fields". The main content area has a light gray background and is titled "Change user password" in bold black text. There are three light blue input fields stacked vertically, labeled "Current password", "New password", and "Confirm new password". At the bottom of the form is a green "Confirm" button. The entire screen is framed by a black border at the bottom, which contains three white navigation icons: a back arrow, a circle, and a square.

Required fields

**Change user password**

Current password

New password

Confirm new password

Confirm

Enter your **Current password**, along with your **New password** (twice) to change your Dig Info AB password. Note that your password must be 8 characters or more, contain one capitalized letter, and one number.