Web Ticket Entry User Account Requirements

- Basic computer and mapping skills
- Internet access
- Ability to receive attachments and links via email
- Basic knowledge of construction/excavation industry and terminology
- Familiarization with Colorado 811 locate request process
- Must process no less than ten tickets per month
- Must be responsive to all communications from Colorado 811 and agree to keep
- correspondence with Colorado 811 respectful and professional
- Complete WTE New User training class
  - o Complete WTE sign- up form, to include New User Agreement **prior** to training class
- In-house training class
- Attend WTE New User training class at Colorado 811 facility
- Take and pass WTE User test during training
- Online training class
- Attend WTE New User training class online
- Take and pass WTE User test during training
  - o Any individuals that do not pass the WTE User Test must attend another full training class as well as retake and pass test
- Individuals who pass the WTE User Test will receive an account activation email
  - o Those who do not pass the WTE User Test, are required to reschedule another WTE training class
- Individuals are required to process accurate locate requests on a continual basis in accordance with Colorado 811 standards
  - o An individual who processes an inaccurate locate request, which could hinder the performance of an accurate locate, is required to correct their ticket
  - o A web user who does not correct and respond to critical error tickets is subject to account deactivation