Member Positive Response

Colorado 811 Tier One Members can access the Positive Response System via the following link: [http://newtin.co811.org/newtinweb/login](http://newtin.co811.org/newtinweb/login)

Your username and password are provided by Colorado 811 Member Relations. E-mail Member Relations at [member-services@co811.org](mailto:member-services@co811.org)

Once you have logged in click on the Positive Response link. There are two ways to find a ticket to post a response to, either clicking on the ‘Ticket’ button or the ‘Due’ button.

A) ‘Ticket’ – Search by Ticket Number. Type in a ticket number and click on Submit.

B) ‘Due’ – Search by Response Due. Click on ‘Due’ to view a list of all tickets pending a Positive Response.

The Positive Response screen will display three sections.

1. Show Ticket – Selecting ‘Show Ticket’ will display the text on the locate notification.
2. Responses – Section to post responses, comments, and URL.
3. Attachments – Section to upload supporting documentation.
‘Show Ticket’
Select Show Ticket to view the locate notification in its entirety.

‘Responses’
Select the appropriate member code from the ‘Member’ drop-down (if applicable), then select the proper response from the ‘Response’ drop-down, enter necessary comments and/or URL and click Submit to post a response.

‘Attachments’
Click on ‘Browse’ to select one or multiple files to upload. Select member code from the ‘Member’ drop-down (if applicable), add text to ‘Caption’ field (not required) and click Submit to upload attachments. Note: Attachments associated with locate notification will be displayed at the bottom of the screen with Revision, Member, Date and Caption. Click on row to display attachment.