



Logging into Member Portal Tutorial

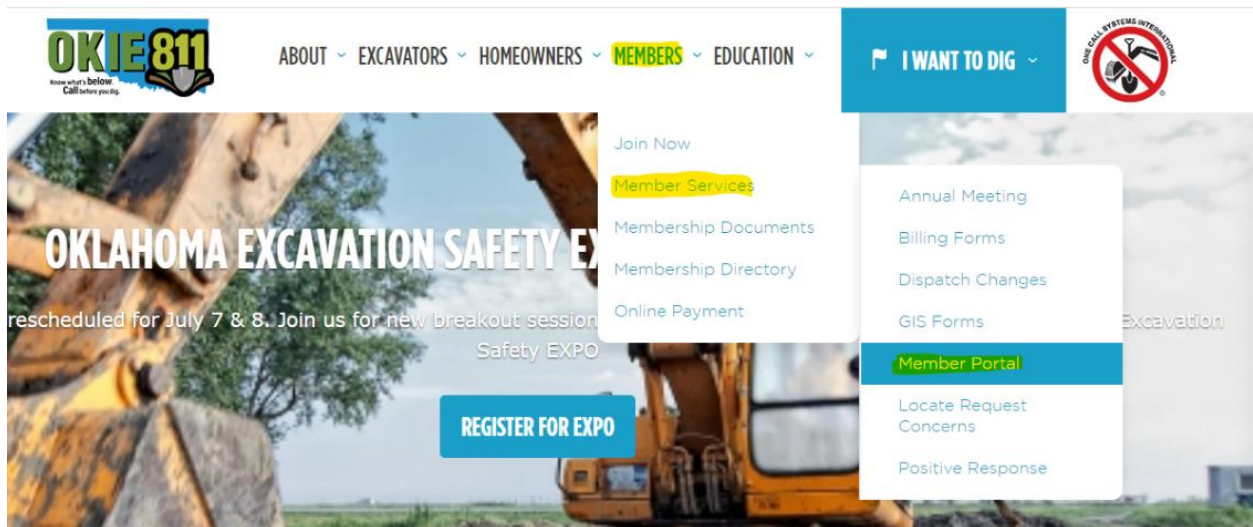
This tutorial will guide you through the process of logging in to the OKIE811 Member Portal

The Portal is designed to work with [Mozilla Firefox](#) and [Google Chrome](#). Other browsers are not compatible with some of the new functions and features.

Before you can log into the Member Portal you should have received an email with your unique username and instructions on how to log in. **You will not be able to log into the OKIE811 Member Portal until you receive that email.**

Navigate to Login Page

Go to www.okie811.org, hover over **Members**, then **Member Services**, select **Member Portal**.



Click on **Portal Sign In**.

Member Portal Options

Register for the Member Portal today!

PORTAL SIGN UP

Sign up for first time users.

PORTAL SIGN IN

Already signed up? Login here.

MEMBER PORTAL TUTORIALS

Helpful guides for the Portal

Click **LOGIN** at the top right-hand corner of the page.



Review the OKIE811 Web Portal Terms of Use and click **I Agree**.

OKIE811 Web Portal Terms of Use:

OKIE811 accepts Normal locate requests via web 24 hours a day, 7 days a week. Emergency and Non-Compliant locate requests must be submitted via telephone at 8-1-1 or 800-522-6543.

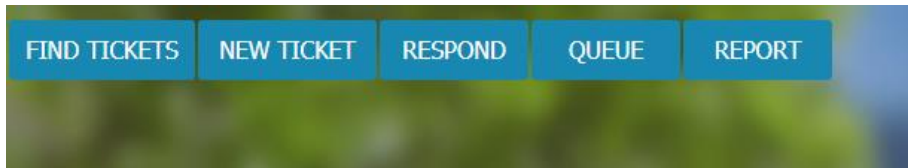
1. You are required by Oklahoma Law to verify information on your return ticket. Please review your locate request copy and report any discrepancies immediately to OKIE811 at 8-1-1 or 800.522.6543.
2. You may set the excavation date and time on your locate request up to 10 business days prior to the start of excavation, but no less than 48 hours (not including date of notification, weekends and holidays). For locate requests submitted for the minimum 48 hours, that 48 hours will start at 7am the business day following the date of notification. Facility Owners will have until the stated excavation date and time to mark the lines.
3. A locate request is valid for 10 business days from the excavation start date stated on the ticket. If your work will not be completed within 10 business days, OKIE811 suggests you contact us back to update your ticket on the 7th business day after the start date on the ticket.
4. An OKIE811 Web Portal request is not valid or complete until the Web Portal user receives a locate request confirmation number. If you do not receive a confirmation number within 3 hours of submitting your request, you must contact OKIE811 at 800-522-6543 or 811. OKIE811 will not be responsible for lost or misdirected email.
5. The information represented in this data results from the compilation of a variety of source materials. Its intended use is as a resource for the excavators and members of Oklahoma One-Call System Inc. ("OKIE811") and should not be used as a general research tool, legal description or document. OKIE811 makes no representation or warranty concerning the accuracy of such information, nor claims it as a legal information source.

I AGREE **I DISAGREE**

Enter your **Username** and **Password**. Your username will be **OP-FirstName.LastName** and can be found in your confirmation email.

User: OP-FirstName.LastName
Password:
Remember Me:
[FORGOT PASSWORD?](#)

You are now logged into the Member Portal! Member Portal Features are in the top left-hand corner of the page. These options reflect the features you selected on your Portal Registration Form. If you would like to change the features linked to your username, please contact Member Services.



Forgot Password

If you forget your password or if you are a first-time portal user, you will need to reset your password before you are able to log in.

Click **Forgot Password**.

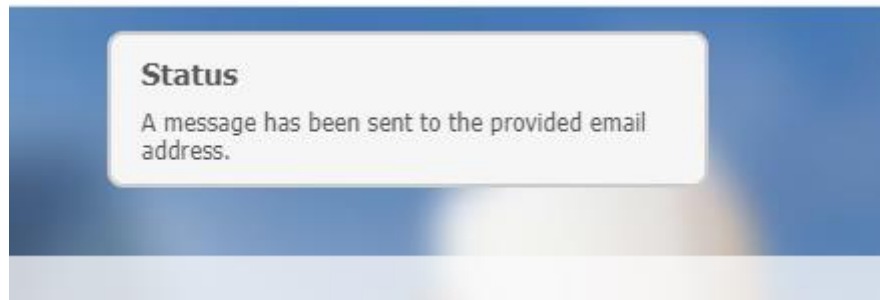
User: OP-FirstName.LastName
Password:
Remember Me:
FORGOT PASSWORD?

Enter the email address you registered with.

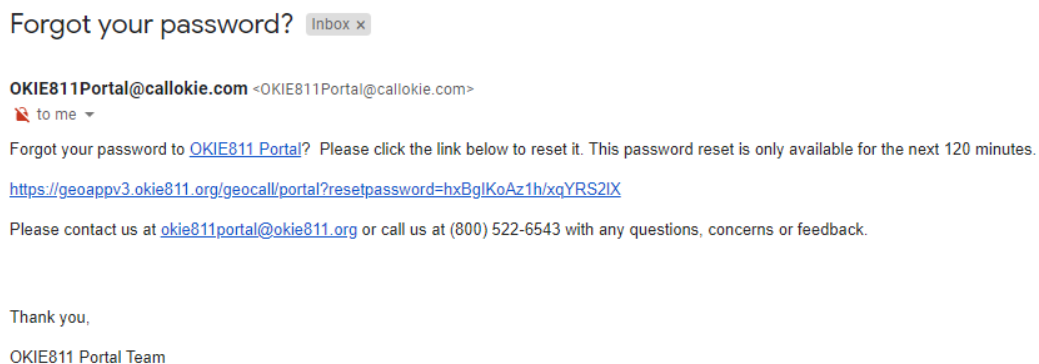
Reset Password Request

Email:

Once you submit, you should see this message.



Check your email Inbox. You will see an email like the one shown below. If you have not received the email, please check your Junk folder.



Click the reset password link in the email and it will take you to the reset password page. Please remember the reset password link is only available for 120 minutes. Your password must contain at least 8 characters.

Law Changes Effective Nov. 1, 2019

Reset Password ✕

Please enter new password

Password:

Verify:

SUBMIT **CANCEL**

Once you have entered your new password, you will be prompted to Login. **It will show your username and password.** Click **LOGIN**.



For more assistance or additional information, please click [here](#).