

My Profile Dashboards For Members



This guide provides essential insights into navigating the "My Profile" dashboard. It highlights key features of the dashboard, including user actions, security settings, and how to customize your experience. By following this guide, you'll enhance your understanding of the platform, making it easier to stay informed and connected. Whether you're adjusting your profile or seeking support, this resource is invaluable for optimizing your account management.

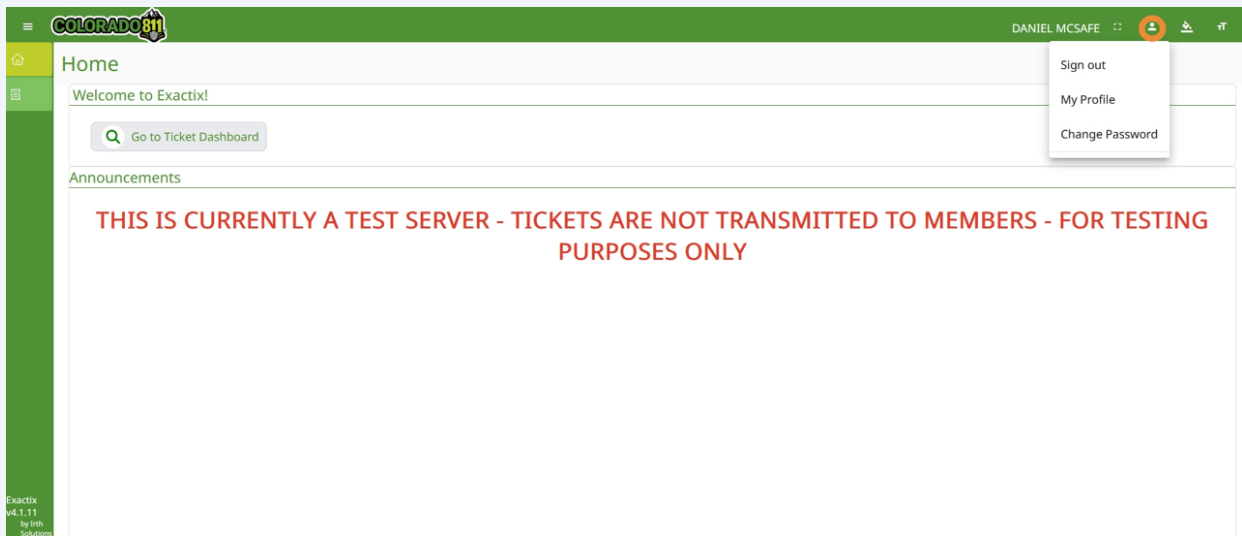
1

A large rectangular area with a light blue border, containing a placeholder for a screenshot. The placeholder is divided into three horizontal sections: a top light green section, a middle dark green section with the text "MY PROFILE DASHBOARD" in white, and a bottom light green section.

MY PROFILE DASHBOARD

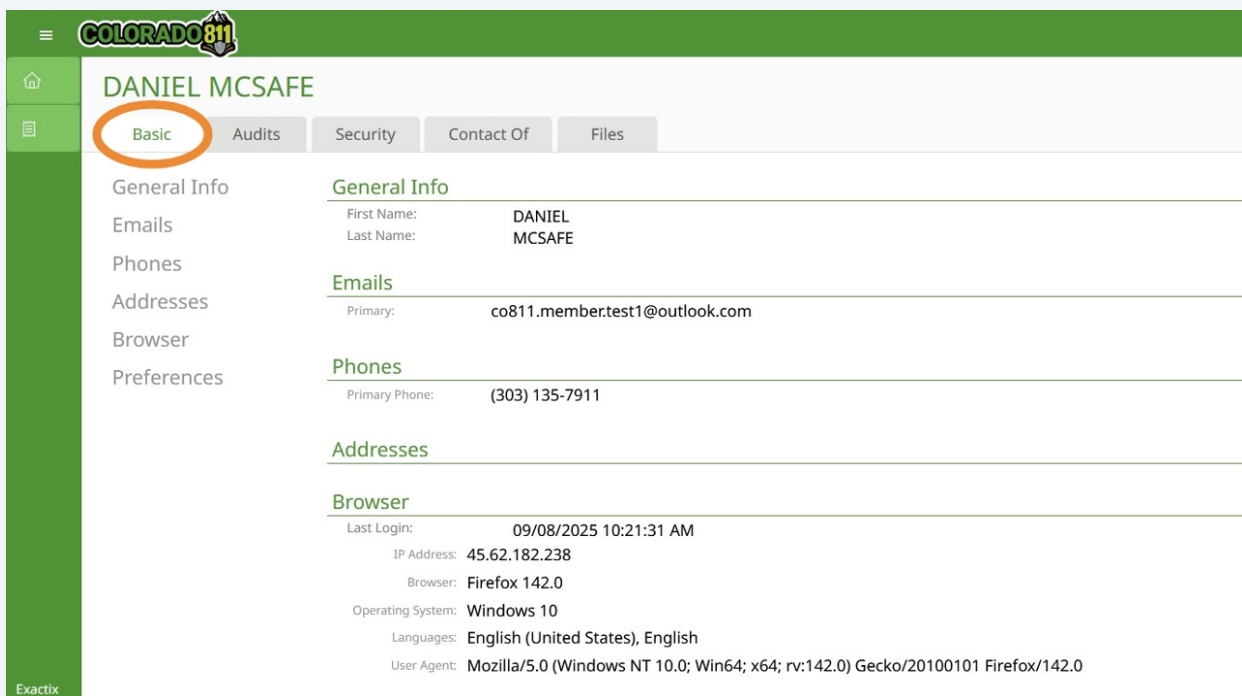
2

The person icon will allow you to access your profile information. You can sign out, change your password, and view your profile.



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Within your profile's "**Basic**" tab, you can verify information such as name spelling, email addresses, phone numbers, and even browser information! If you find any discrepancies, please get in touch with member-services@co811.org to update your profile information.



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Within your profile's "**Audits**" tab, you will see all and any changes that have ever been made to your profile.

The screenshot shows the profile page for Daniel McSAFE. The 'Audits' tab is highlighted with an orange circle. Below the tabs, there is a 'clear filters' link. A table lists the audit events with columns for Date, Description, and Values.

Date	Description	Values
09/08/2025 10:21 AM	Person 'DANIEL MCSAFE' Modified	Registration Date: '9/8/2025 10:21 AM'
09/08/2025 10:21 AM	Login Added	Api Access Only: 'No', Login Email: 'co811.member.test1@outlook.com', Login: 'co811.member.test1@outlook.com', Provider Type: 'Exactix'
09/08/2025 09:51 AM	Registration Invite email	Sent Registration Invite email to co811.member.test1@outlook.com
09/04/2025 09:18 AM	Person " Added to Role 'IT: Membership - Basic'	
09/04/2025 09:18 AM	Contact Added to Service Area	Contact Type: 'RESPONSE CONTACT', Service Area: 'CO811 CODE FOR TESTING - MR IT 1'
09/04/2025 09:18 AM	Contact Added to Service Area	Contact Type: 'RECEIVING LOCATION', Service Area: 'CO811 CODE FOR TESTING - MR IT 1'
09/04/2025 09:18 AM	Contact Added to Service Area	Contact Type: 'MAIN SWITCHBOARD', Service Area: 'CO811 CODE FOR TESTING - MR IT 1'
		First Name: 'DANIEL', Is Deleted: 'No',

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Within your profile's "Security" tab, you can view your username for logging into Exactix, your email address for notices from Exactix, and the Role (s) (if any) that have been assigned to you within Exactix. Roles in Exactix determine which features and functions users can access. Users may have multiple roles assigned to their account, allowing for higher levels of access and additional capabilities as needed.

The "**Security**" tab will also display your API key if you are using the JSON API method to post positive responses.

Explore our additional training materials on Roles to discover what Membership-Basic, Membership-Standard, and Membership-Advanced Roles offer. These resources will help you understand the features and access levels each Role provides within Exactix, ensuring you get the most out of your membership.

The screenshot shows the user profile for Daniel McSAFE on the Exactix platform. The 'Security' tab is selected and highlighted with an orange circle. Below the navigation tabs, there is a 'Security' section with a sub-section for 'Roles'. A table displays the assigned roles:

Role	Excavator Contact	Excavator Companies	Members	Service Areas
IT: Membership - Basic				TESTMRIT1

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Also, from within your Profile's "**Security**" tab, you can change your email address used for notices from Exactix and/or change your password for Exactix by clicking on the three-dot menu icon next to your username.

Your Exactix Username cannot be changed. If you need to change your username, please get in touch with Member Relations via email at member-services@co811.org.

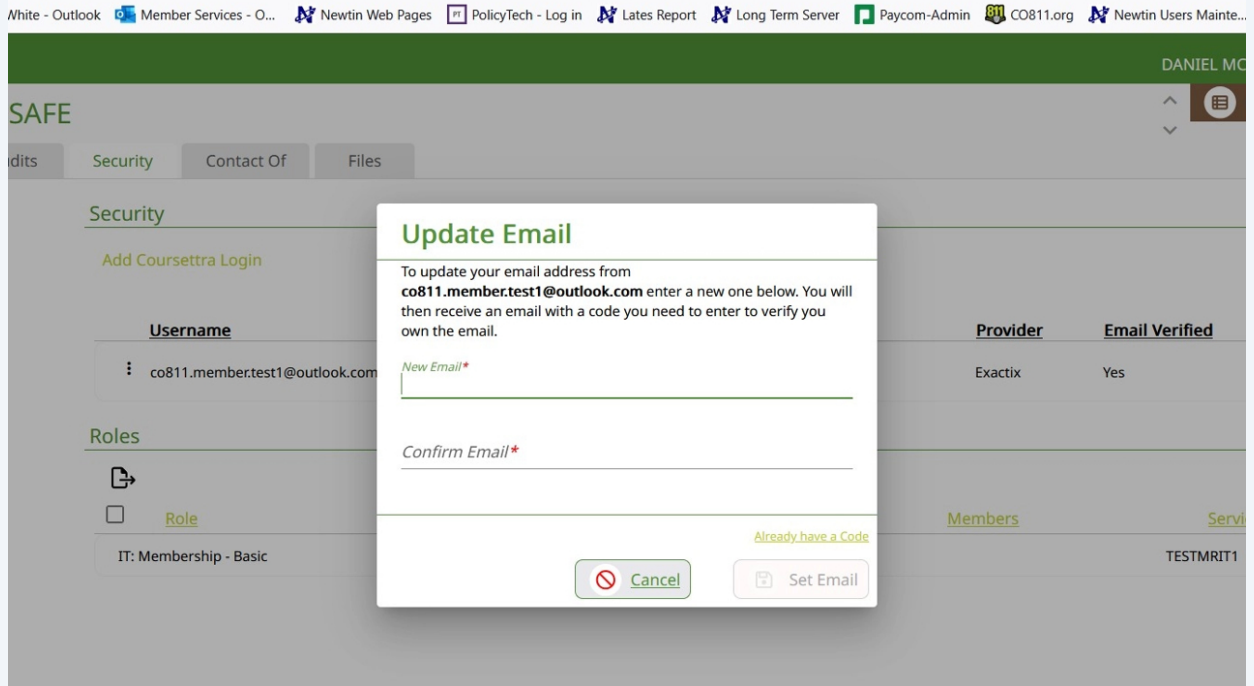
The screenshot shows a web application interface with a top navigation bar containing several tabs: "White - Outlook", "Member Services - O...", "Newtin Web Pages", "PolicyTech - Log in", "Lates Report", "Long Term Server", "Paycom-Admin", "CO811.org", and "Newtin Users Mainte...". The user's name "DANIEL MC" is visible in the top right corner. Below the navigation bar, the word "SAFE" is displayed. The main content area has tabs for "idits", "Security", "Contact Of", and "Files". The "Security" tab is active, showing a section titled "Security" with a link "Add Coursettra Login". Below this is a table with the following columns: "Username", "Email", "Provider", and "Email Verified". The table contains one row with the following data: "co811.member.test1@outlook.com", "co811.member.test1@outlook.com", "Exactix", and "Yes". A context menu is open over the first row, with options "Change Email" and "Change action.Name". Below the table, there are links for "Role", "Excavator Contact", "Excavator Companies", "Members", and "Servi". At the bottom, there is a section for "IT: Membership - Basic" with the identifier "TESTMRIT1".

Username	Email	Provider	Email Verified
co811.member.test1@outlook.com	co811.member.test1@outlook.com	Exactix	Yes

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To Change Email - This changes the email address that Exactix uses to communicate with you. This does not change your Username.

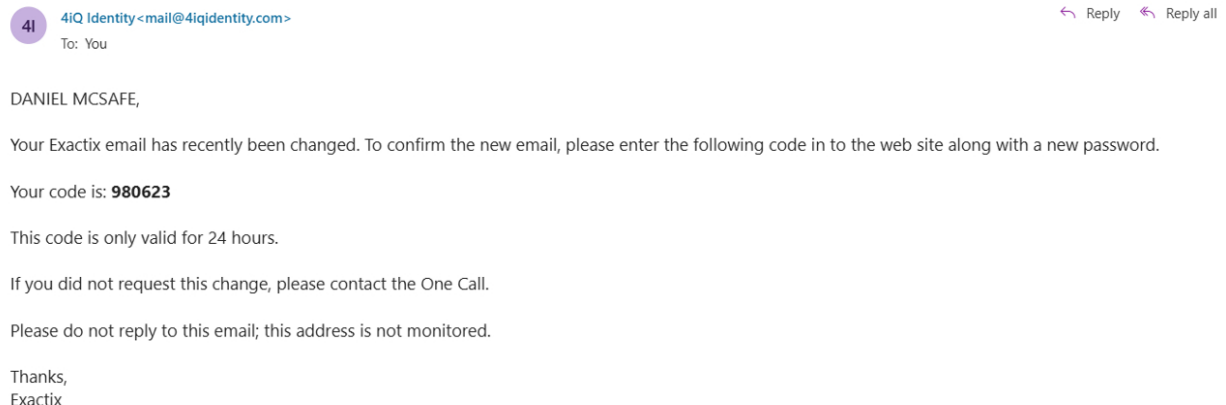
Enter the new email address, next confirm the email address, and click "**Set Email**". This will automatically send an email from mail@4iqidentity.com to the new email address provided with a code to verify the new email address.



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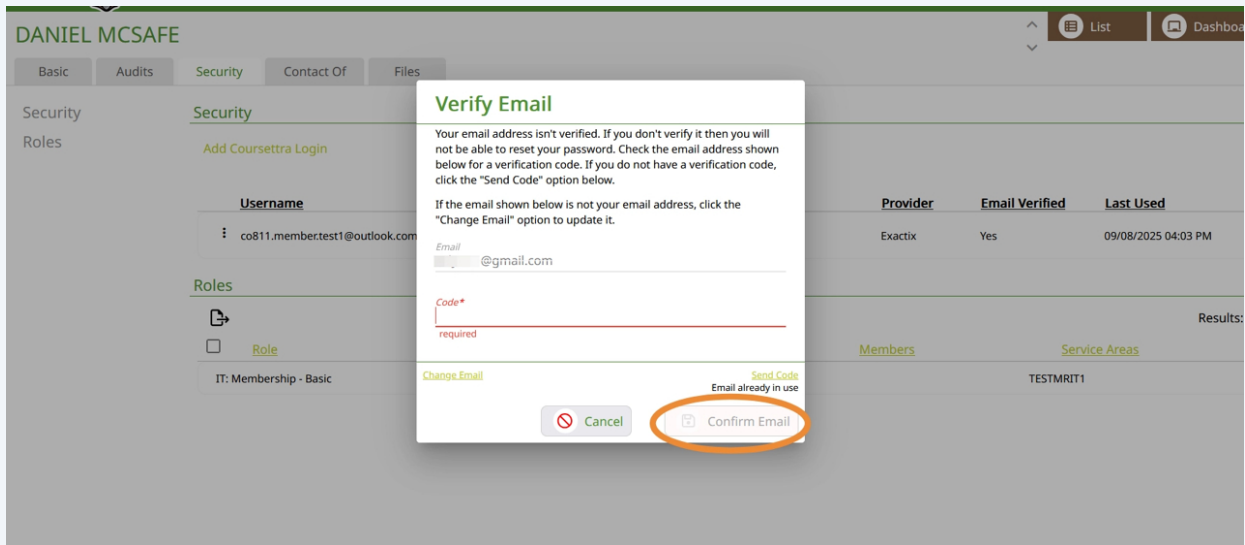
Sample verification email from mail@4iqidentity.com

Exactix verification code



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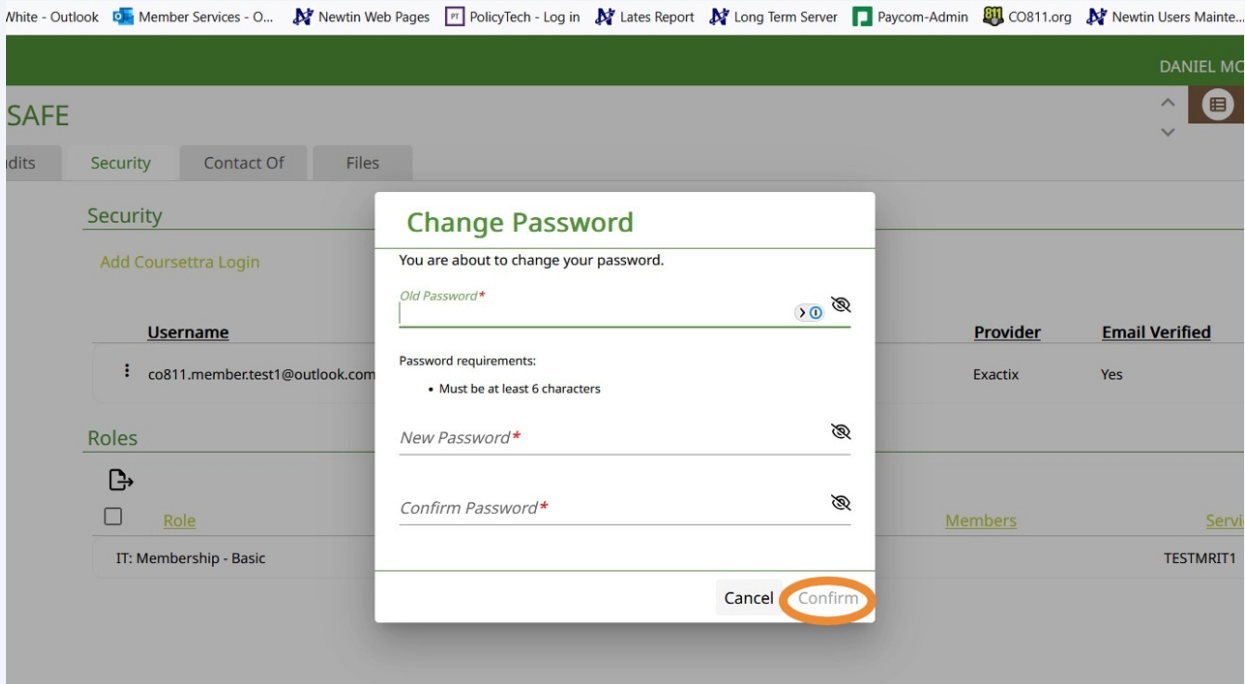
Verify the new email by entering the code provided in the verification email received, and click "**Confirm Email**". If the email address for notices received from Exactix has been updated and verified successfully, it will display that on your profile's "**Security**" tab.



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To Change Password - This changes the password used to log into Exactix.

Enter your old Exactix login password, then enter the new password (6 characters or more). Next, confirm the new password and click "**Confirm**".



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Forgot Password or Username - If you forget your Exactix Username and/or Password, there is a "**Reset/Forgot Password**" link on the Exactix login page at <https://exactix.colorado811.org/login>.

The image shows a screenshot of the Exactix login page. At the top, there is a green header bar with the 'exactix' logo in blue. Below the logo, there are two input fields: 'Username*' containing 'co811.member.test1@outlook.com' and 'Password*'. A small note below the username field says '* typically, your email address'. To the right of the password field is an eye icon. Below the password field is a grey 'Sign In' button. Underneath the 'Sign In' button is a link that says 'Reset/Forgot password', which is circled in orange. Below this link is the text '— or sign in with —' and a blue button with the Google logo and the text 'Sign In with Google'.

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Resetting Password - If you know your Username, enter it and click "**Send code**" to receive a verification code to your Exactix email address, which is used for notifications. This verification email will come from mail@4iqidentity.com. Enter the code to reset your password.

If you do not know your Username, you can click on "**Forgot Username**," which will allow you to enter an email address that Exactix will send an email to with the username and verification code that can be used to access your account.

exactix

Reset your Password

An email with a code to complete the process will be sent to the address associated with the username you enter.

Username*
co811.member.test1@outlook.com

* typically, your email address

[Send Code](#)

[Forgot username?](#) [Return to Login](#)

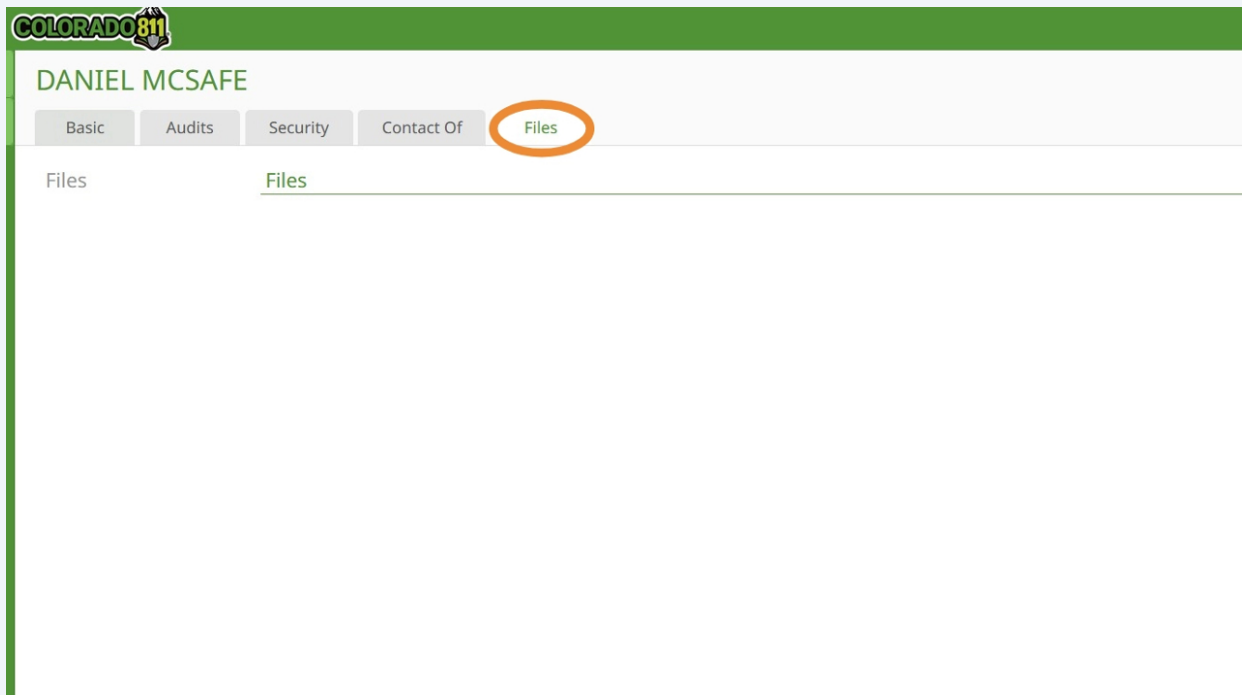
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The next tab in your profile is the "**Contact Of**" section, which displays the different areas in Exactix where you may be listed as a contact. People can be contacts in Exactix as an Excavator who submits tickets, a contact at a locate ticket receiving Destination, a membership billing contact which would be shown under the "**Members**" section, and/or as a contact on "**Service Areas**" which are the member service area code(s) you have access to, and finally as a Ticket Management System third party contact which would be under "**Service Provider**"

The screenshot shows the profile page for DANIEL MCSAFE. At the top left is the COLORADO 811 logo. Below the name are five tabs: Basic, Audits, Security, Contact Of (circled in orange), and Files. The main content area is divided into sections: Excavator Contact (with a link to Excavator Contact), Destination (with a link to Destinations), Member (with a link to Members), Service Area (with a link to Service Areas), and Service Provider (with a link to Service Providers). Under the Service Areas section, there is a list of codes and roles: CO811 CODE FOR TESTING - MR IT 1 (TESTMRIT1), Role(s): IT: Membership - Basic, and Contact Type(s): AFTER HOURS, MAIN SWITCHBOARD, RECEIVING LOCATION, RESPONSE CONTACT.

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The last tab within your Exactix profile is the "**Files**" tab. This area displays any files uploaded by Colorado 811 Member Relations to your Exactix account.



This completes the review of the Member login process and your profile within Exactix! If you have any questions or concerns or if any of the information is incorrect, please contact Colorado 811 Member Relations at member-services@co811.org or 303-232-1991 for assistance.