

# Instructions for the Positive Response Information System - PRIS



*To avoid being issued a late notice and incurring a late notice fee, be sure to respond to all Service Area Codes assigned to your company on or before the Response Due Date listed on every Locate Request.*

## Web Site

1. Visit our web site at <http://eden.gaupc.com>.
2. Enter your User Name and Password
3. Once you have logged in, click the Positive Response Manager link from the menu options found at the top of the page.
4. Enter the Locate Request number that you wish to respond to (entered with the dashes) and click the "Get Locate Request" button. The Locate Request information will appear in a box in the middle of the screen. Click "View Responses" under the Options column.
5. Click on the dropdown arrow associated with your Service Area code located in the "update response" column. Scroll to the response you wish to enter, click on the response and then select the "save" button.
  - a. *Acceptable responses can be found on the bottom of the page.*

## GA811 Mobile App

1. Using the appropriate link below, download the EDEN PRIS App to your mobile device.
  - iPhone: <http://goo.gl/AmdUQa>
  - iPad: <http://goo.gl/vxyJcT>
  - Android: <http://goo.gl/r81Jy>
2. Open the app and select "Respond to Request".
3. Enter your User Name and Password
4. Once you have logged in, Enter the Locate Request number that you wish to respond to and select the search icon (magnifying glass)
5. Select the "zero" next to your member code and choose the appropriate response code and select "done"

**If you need further assistance, please contact the Customer Connections Department at 770.623.5786 or [CustomerConnections@Georgia811.com](mailto:CustomerConnections@Georgia811.com).**