1) To begin, save the **locate-3.ico** file that's attached to your email to your desktop. To do so, double click on **locate-3.ico** and click "open" then go to file at the top left and click "make a copy" as shown below. Then save it to a location on your computer.



2) Then go to <a href="https://www.on1call.com/contact-us/non-compliance-complaints/">https://www.on1call.com/contact-us/non-compliance-complaints/</a>

Or go to

<u>www.wca.on.ca</u> you will see at the bottom right corner "locate Service Alert click here to Report" click on that



3) If you are using Internet Explorer, right click and click **"Create Shortcut"** it will ask you if you want to put a shortcut to this website on your desktop? click **YES** 

ONTARIO	CALL OR CLICK BEFORE YOU DIG Locate pipes + utility lines at no cost	Submit Request Online
Home Homeowners C	Contractors Infrastructu	Q
Contact Us Careers Complaints	NON-COM Ontario One Call Complaints Form	
Resources	Instructions:	

If you are using Google Chrome, then click on the three dotted lines at the top right corner, then click "more tools", then "Add to desktop" as shown with the three arrows below:

			New tab			Ctrl+T	
_			New window Ctrl+N			Ctrl+N	
			New inco	New incognito window Ctrl+Shift+N			
		and the second sec	History			•	
		Contra	Download	is		Ctrl+J	
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		Kequi	Zoom	- 1	- 100% +		
			Print Ctrl+F		Ctrl+P		
	and the second			Cast			
			Find			Ctrl+F	
Contac	Save page as	Ctrl+S	More tools				
	Add to desktop		Edit	Cut	Сору	Paste	
	Clear browsing data	Ctrl+Shift+Del	Settings				
	Extensions	01-10 - 5	Help 🕨				
	Task manager	Sniπ+Esc	Evit	Evit Ctrl+Shift+O			
	Developer tools	Ctrl+Shift+I	LAIL CUIT-SHIIL+Q				

4) You will then find that shortcut you created on your desktop that looks like the image below, it will say "Non-compliance complaints Ontario one call"



5) Then, right click on the shortcut you created and click **Properties**, then click **Change Icon** as shown below



6) Then click **Browse** and find the **locate-3.ico** file you saved on your desktop and you'll see the icon appear as shown below:

🔊 Non-co	mpliance complaints - Ontario One Call Properties	X				
General	Web Document Security Details Previous Versions					
	Non-compliance complaints - Ontario One Call					
	Change Icon					
URL:	Look for icons in this file:	nts/				
Shortcu	C:\Users\Jessica\Desktop\locate-3.it Browse					
Visits:	Select an icon from the list below:					
	4					
	OK Cancel					
OK Cancel Apply						

7) Then click OK, then Apply