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 https://www.on1call.com/contact-us/non-compliance-complaints/
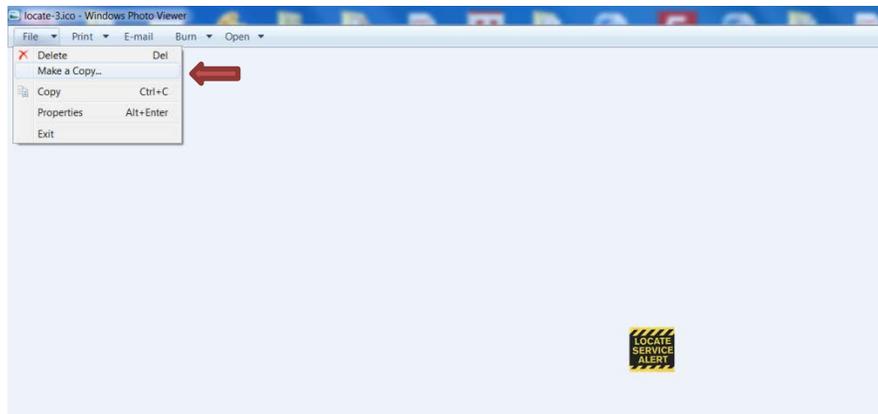
Or go to

www.wca.on.ca you will see at the bottom right corner "locate Service Alert click here to Report" click on that
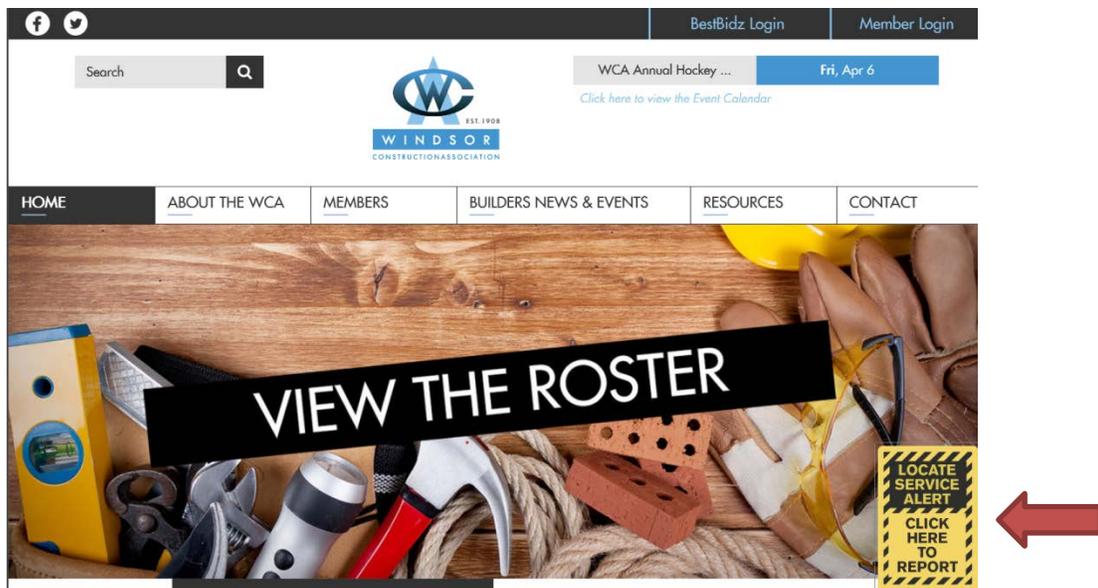
3) If you are using Internet Explorer, right click and click **"Create Shortcut"** it will ask you if you want to put a shortcut to this website on your desktop? click **YES**
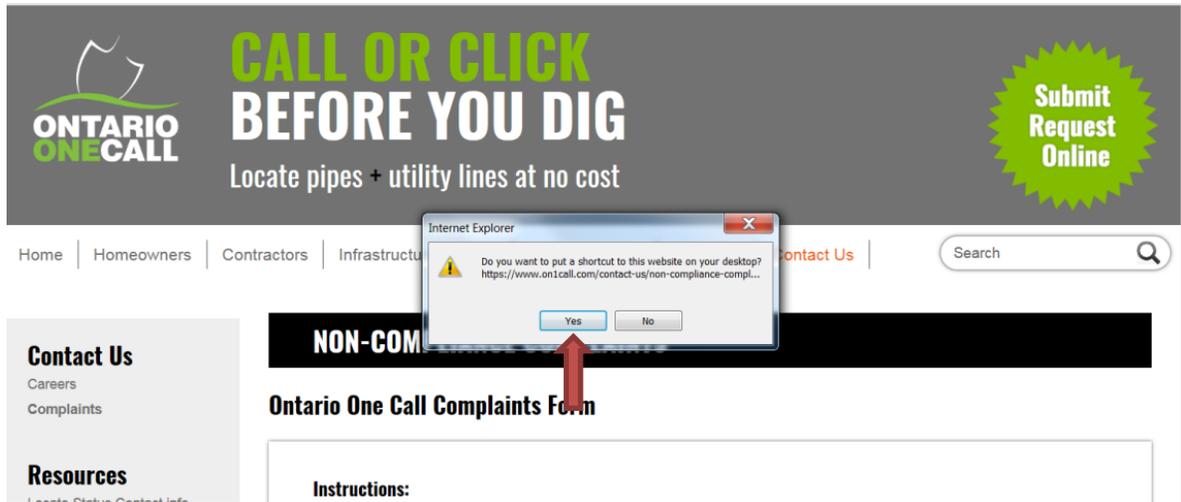
If you are using Google Chrome, then click on the three dotted lines at the top right corner, then click "more tools", then "Add to desktop" as shown with the three arrows below:
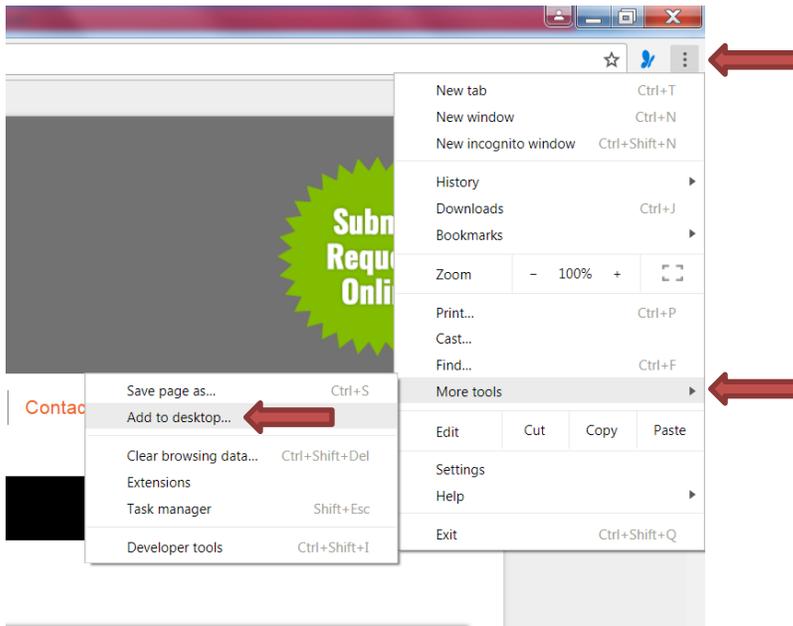
4) You will then find that shortcut you created on your desktop that looks like the image below, it will say "Non-compliance complaints Ontario one call"
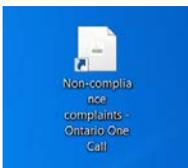
5) Then, right click on the shortcut you created and click **Properties**, then click **Change Icon** as shown below
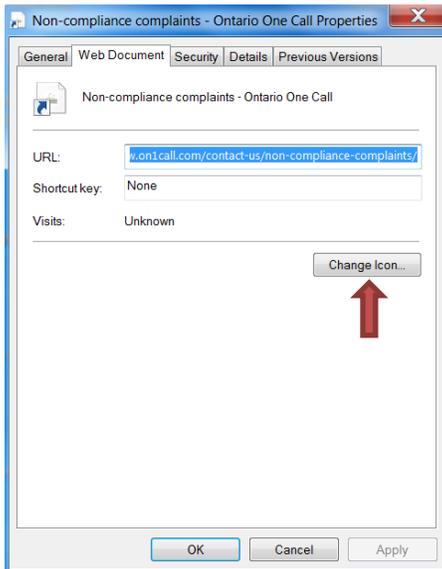
6) Then click **Browse** and find the **locate-3.ico** file you saved on your desktop and you'll see the icon appear as shown below:
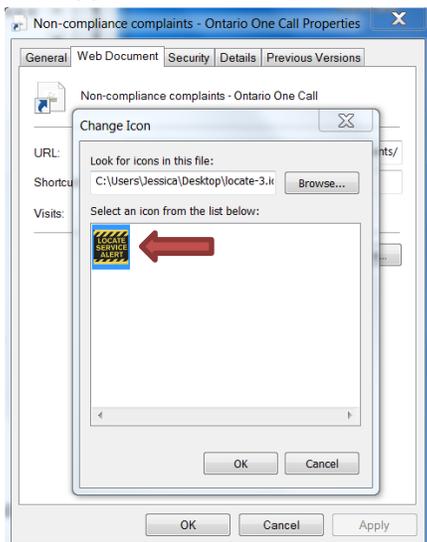
7) Then click **OK**, then **Apply**