

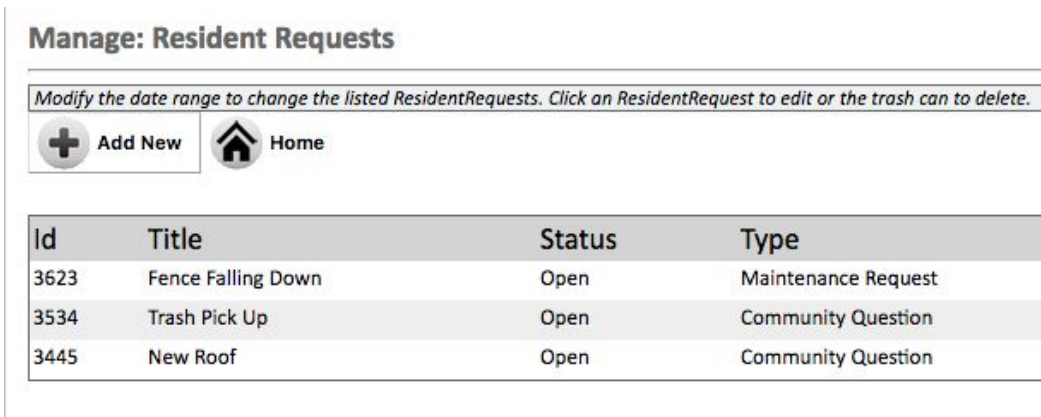
-Adding Resident Requests-

1. Login to Community Portal
2. Click the link next to "Requests"



Architecturals:	13	View and add ARC plans
Requests:	3	View and add resident requests
Violations:	13	View open violations
Work Orders:	12	View open work orders

3. Click the "Add New" button



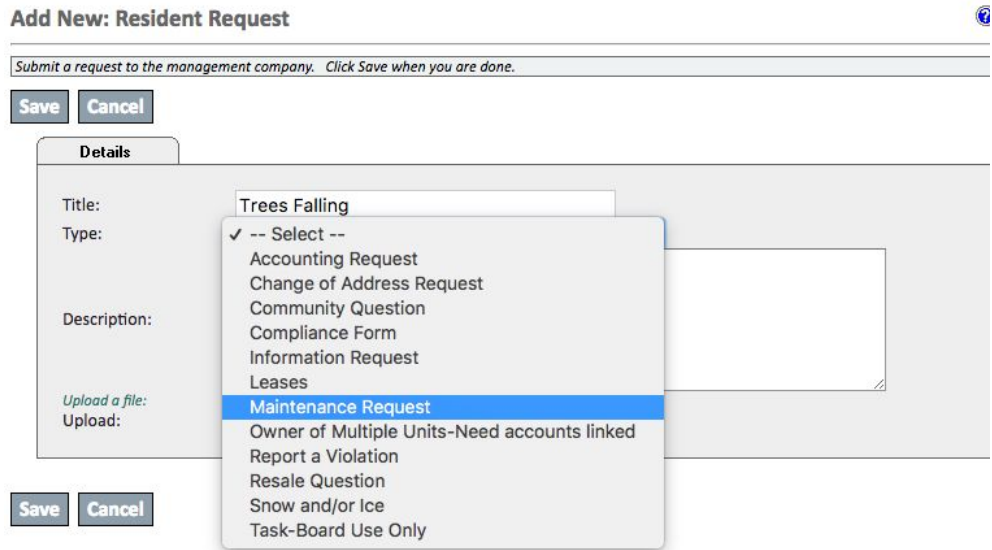
Manage: Resident Requests

Modify the date range to change the listed ResidentRequests. Click an ResidentRequest to edit or the trash can to delete.

[+ Add New](#) [Home](#)

Id	Title	Status	Type
3623	Fence Falling Down	Open	Maintenance Request
3534	Trash Pick Up	Open	Community Question
3445	New Roof	Open	Community Question

4. Fill out the electronic form accordingly



Add New: Resident Request

Submit a request to the management company. Click Save when you are done.

[Save](#) [Cancel](#)

Details

Title:

Type:

- ✓ -- Select --
- Accounting Request
- Change of Address Request
- Community Question
- Compliance Form
- Information Request
- Leases
- Maintenance Request**
- Owner of Multiple Units-Need accounts linked
- Report a Violation
- Resale Question
- Snow and/or Ice
- Task-Board Use Only

Description:

Upload a file:
Upload:

[Save](#) [Cancel](#)

5. Once the electronic request form is completed click "Save."

Add New: Resident Request



Submit a request to the management company. Click Save when you are done.

Save **Cancel**

Details

Title:

Type:

Description:

Upload a file:
Upload: No file chosen

Save **Cancel**

6. The new request will appear in the table. It can be reviewed by logging into the portal and completing steps 1 - 2.

Id	Title	Status	Type	Description	Notes	Docs	Created	Closed
4197	Trees Falling	Open	Maintenance Request	Please remove the trees.			06/14/2017	