Once you login to your portal, simply hover over the tab labeled "Unit Info" and from the drop-down menu, select "Inquiries and Maintenance".

Dashboard	Home	Unit Info 💿	Neighborhood Info	Board Overview O		
		Pay Assessments Account Information Architectural Requests	ance Today	Current Balance 🔵 💲	Violations 0	0
	-	Observations Inquiries and Maintenance	nt info >>	Make a payment	See All >>	
		My Profile Work Ord	ers	<u>~</u>	Architectural Requests 0	0-0
		See All >>			See All >>	

Once you've opened the "My Inquiries and Maintenance" screen, you will see an overview of any previous inquires or maintenance requests. To submit a new inquiry or request, select the button "Add Work Order". While this button is specifically labeled for work order purposes, you may still submit any general inquiries via this button and your inquiry will be routed to the appropriate Resident Coordinator.

🙆 Dashboard	Home	Unit Info 🛛 🕲	>	Neighborhood Info 🛛 💿							
My Inquiries an	d Maintenance										
Please submit Inquiries online. To submit a new	and Maintenance Require Inquiry or Maintenance	sts via this section. Request, select "Ad	. Inquires dd New".	include general questions and requests, c *Note: If maintenance of your home is no	concerns, vendor and service related issues, acco t Association responsibility, your submission will	unt ques be denie	ions, and other Association related : I.*	matters.	Homeowners may t	rack current and closed Inqui	res and Maintenance Requests
Add Work Order											
wo	Issued	Due Date		Description			Status				
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From there, you can complete all the required fields in the pop up before selecting "Submit" at the bottom of the pop up.

New Work Order		×
Work Order		
Please provide complete details of your request:*	•	
	0 / 7000	
Add Attachments : Submit Cancel	Choose Files No file chosen	