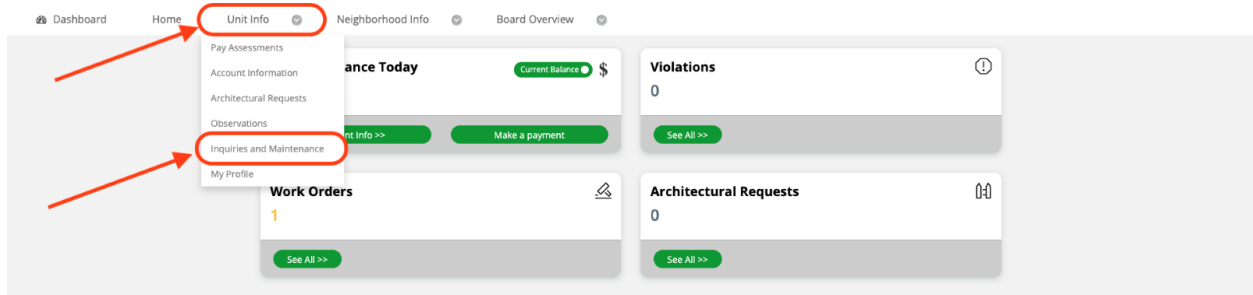
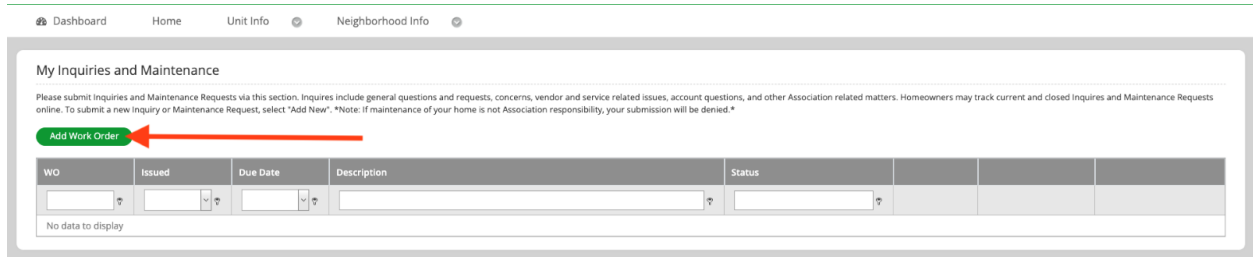


Once you login to your portal, simply hover over the tab labeled “Unit Info” and from the drop-down menu, select “Inquiries and Maintenance”.



Once you’ve opened the “My Inquiries and Maintenance” screen, you will see an overview of any previous inquiries 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.



From there, you can complete all the required fields in the pop up before selecting “Submit” at the bottom of the pop up.

