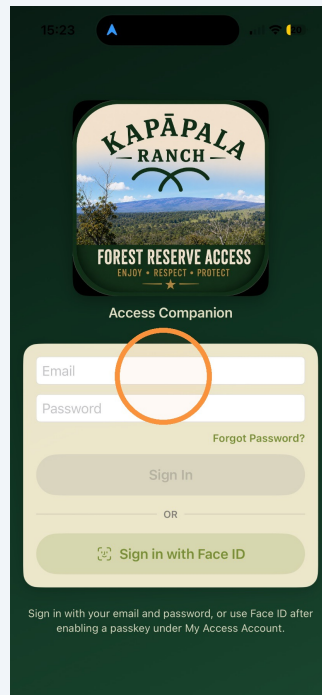
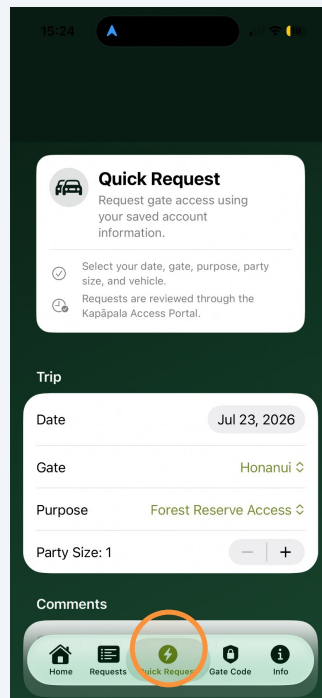


# How to submit an access request

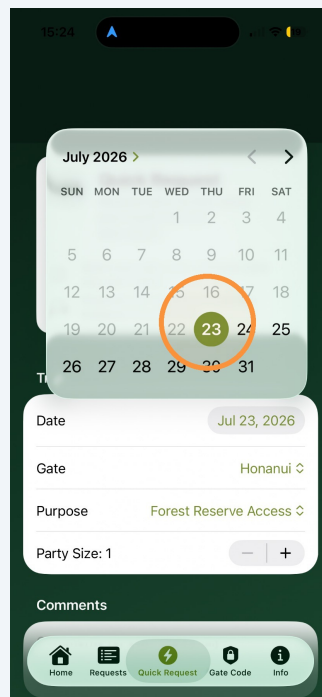
## 1 Log into the iOS App



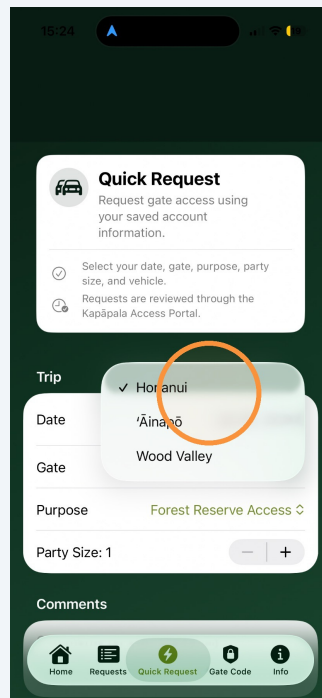
2 Once logged in, click on the tab marked "Quick Request"



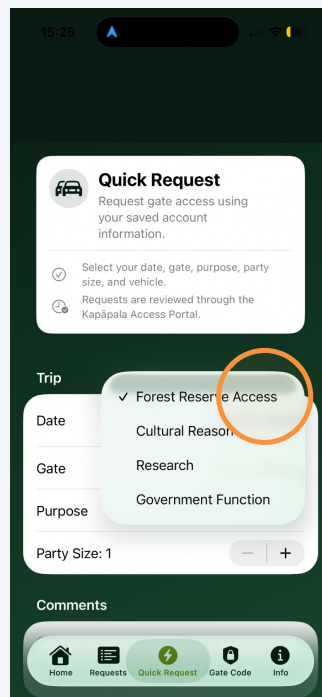
3 Select your requested Date of Entry



4 Select the Gate in which you are requesting access through.



5 Select the Request Purpose



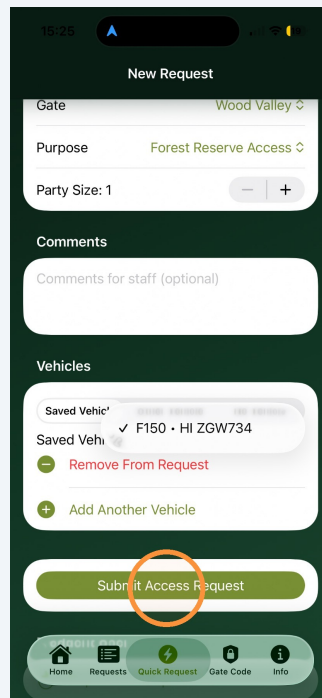
- 6 If you want to leave a Comment, you can do so here. Comments are not required.

The screenshot shows a mobile app interface for a 'New Request'. At the top, the status bar shows 15:25. The app title is 'New Request'. Below it, there are three dropdown menus: 'Gate' (Wood Valley), 'Purpose' (Forest Reserve Access), and 'Party Size' (1). Below these is a 'Comments' section with a text input field labeled 'Comments for staff (optional)'. This field is circled in orange. Below the comments is a 'Vehicles' section with a 'Saved Vehicle' list showing 'F150 • HI ZGW734' and a 'Remove From Request' button. There is also an 'Add Another Vehicle' button. At the bottom is a 'Submit Access Request' button. The bottom navigation bar has icons for Home, Requests, Quick Request, Gate Code, and Info.

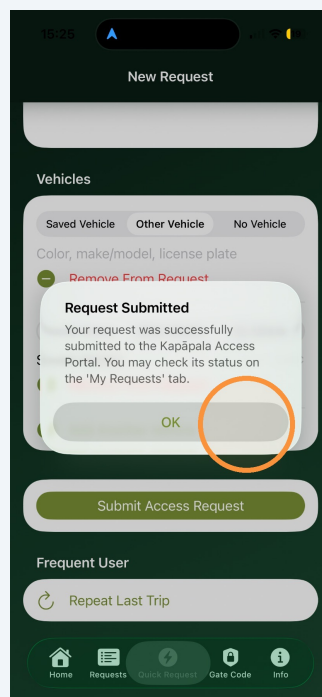
- 7 Enter your vehicle information. If you want to select a vehicle that you have on file, click Saved Vehicles, then select your vehicle from the list. If the vehicle you are using is not on the list, you can select "Other Vehicle". You can add another vehicle until you add all the vehicles that you intend to take in your party.

This screenshot is identical to the one above, but with an orange circle highlighting the 'Saved Vehicle' list. The list shows a single vehicle, 'F150 • HI ZGW734', which is selected with a checkmark. Below the list is a 'Remove From Request' button. The 'Add Another Vehicle' button is also visible. The rest of the form and navigation bar are the same as in the previous screenshot.

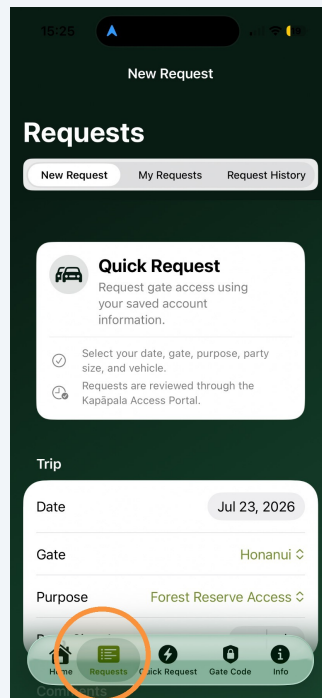
- 8 Once you are complete entering the information, select "Submit Access Request"



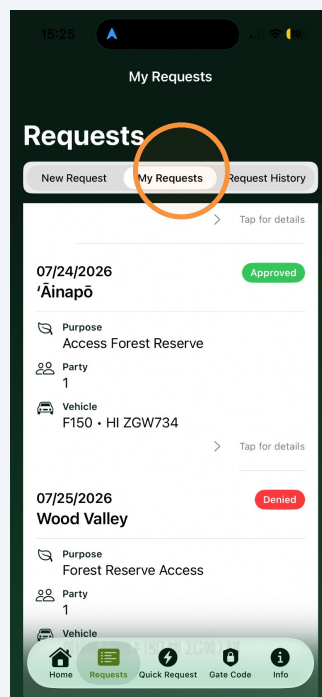
- 9 The App will give you a Request Submitted Confirmation notice when the request is received. You can click OK to return to the home screen.



- 10 To see your submitted Requests, click on the Requests Tab at the bottom.



- 11 Then select "My Requests"



12

All requests that you have on file will show up here, including their status and request information. If you need to cancel a request for any reason, slide the request to the left and hit the X. This will cancel the request.

