A black and white photo of a black background

Description automatically generated

Creating a service issue via tenant portal

Log into the portal, your log in information is the same that you created when you applied online

A screen shot of a login form

Description automatically generated

On the top of your screen select “service issues.”

A screenshot of a computer

Description automatically generated

This tab will show you all service issues you have submitted

A screenshot of a computer

Description automatically generated

To create a new service, select “add service issue” on the far right of the screen

A screenshot of a computer

Description automatically generated

Enter the phone you can be reached at as well as what the issue category is from the drop-down menu with a description of the issue:

A screenshot of a phone number

Description automatically generated

Type of issues in drop-down:

A screenshot of a computer

Description automatically generated

After you fill out the description you can even upload pictures, which always helps us understand the issues:

A screenshot of a computer

Description automatically generated

Once you have completed the above steps select “Submit” in the bottom left corner of the screen and you have successfully submitted a work order via the online tenant portal

A screenshot of a phone number

Description automatically generated