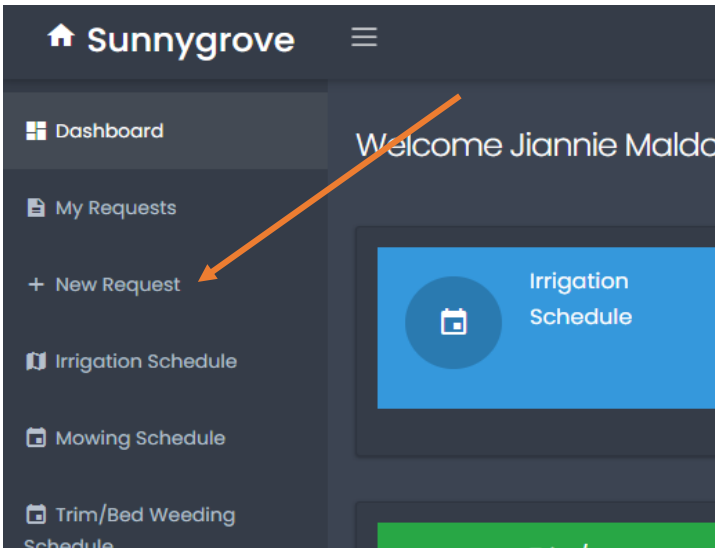
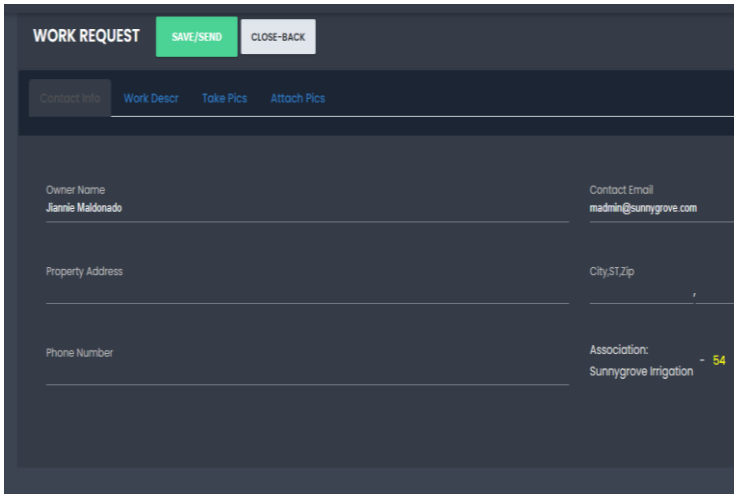
## Step 1: Creating your work Order.

On the left side of the webpage, you will find a tab that says (New Request) click it and it will prompt you to the next page.



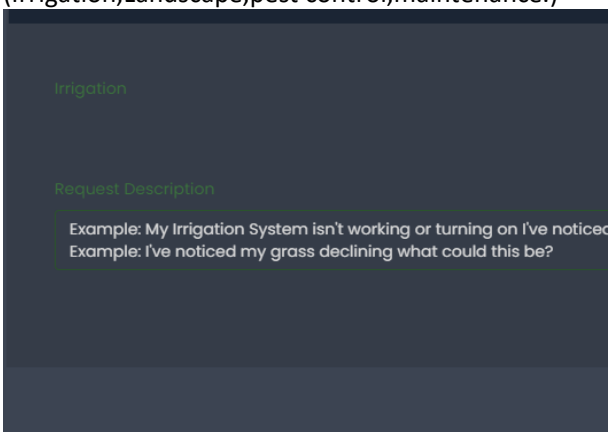

## Step 2: Verify your info on this page.

Click the next tab (Work Description) Double check your information on this step.



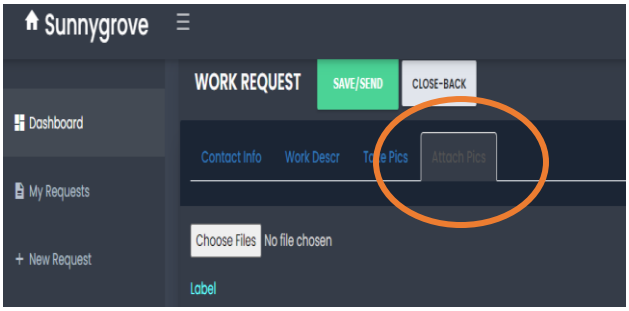

## Step 3: Description of Work

Enter a description of your problems/conerns. (Irrigation,Landscape,pest control,maintenance.)




## Step 4: Upload/Uploading Pictures

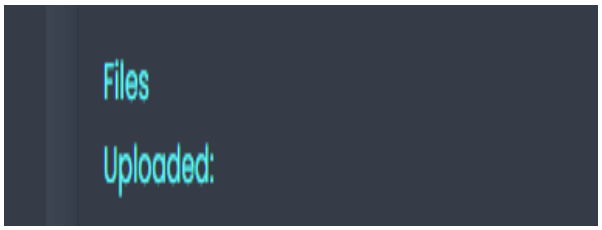
Click on the tab (upload pictures)




then the next step is to click on choose files add as many pictures as you like.

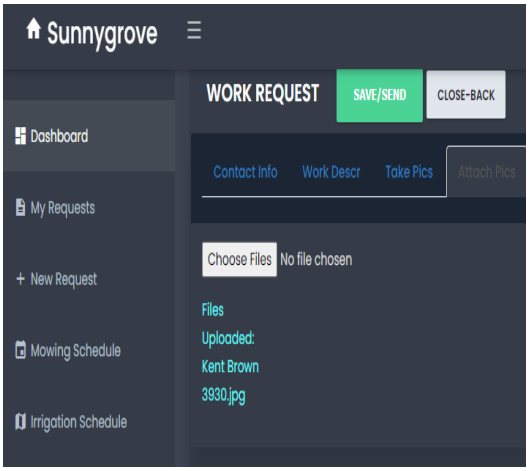
## Step 5: Verification.

This page will prompt when you have successfully uploaded your pictures.



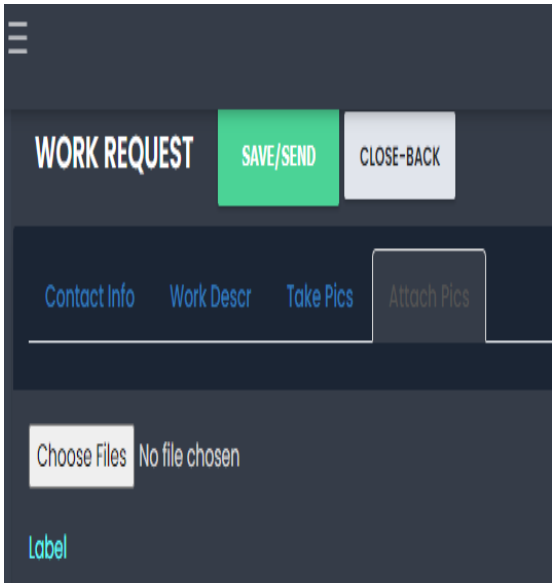

## Step 6: Submitting your work order.

Hit the big green button and send/save.




And you have successfully submitted your work order.

Files
Uploaded:


WORK REQUEST
SAVE/SEND
CLOSE-BACK
Contact Info
Work Descr
Take Pics
Attach Pics
Choose Files
No file chosen
Label