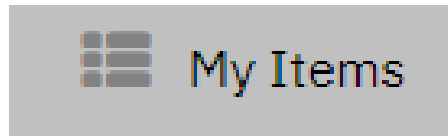
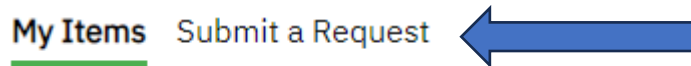


# HOW TO SUBMIT A WORK ORDER THROUGH VANTACA

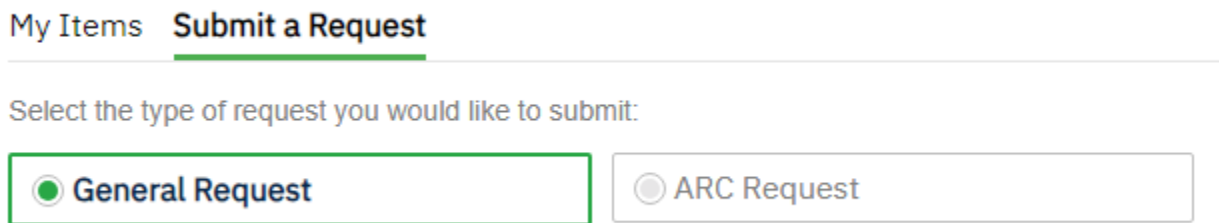
1. After logging into your portal, click on “My items”.



2. Under “My items”, Click on “Submit a request”. This is located at the top of the screen.



3. Click “General Request”



4. Enter the details of your request to include any pictures/and or videos.

A screenshot of the request details form. It contains several fields: "Property" (a dropdown menu with a blacked-out value), "Choose a Type of Request" (a dropdown menu with "(Choose a Request Type)" selected), "Subject" (a text input field), and a large text area for a detailed description. Below the text area is a file upload section with a "Select files..." button. At the bottom is a green "Submit Form" button. Two blue arrows point from the right towards the "Property" and "Choose a Type of Request" dropdowns. To the right of these arrows, text reads: "Property Address will automatically appear!" and "Choose Work Order".

**\*If you are unable to submit a work order through Vantaca, there is a “drop box” located in the Clubhouse. The office will not accept any work orders.\***