

Getting Started: Login to the work order system by visiting the Quick Link on your building website.
NOTE: The link may say Maintenance Requests or Service Requests depending on your property.

Quick Links

- [Conference Center](#)
- [HVAC Login](#)
- [Maintenance Requests](#)

Sign-In To The Customer Services System

User Name : *

Password :

Remember Me

[Forgot your password? Click Here](#)

Step 1: Select **My Profile** from the menu at the top of the screen.

[Service Requests](#)

[Reservations](#)

[Visitor Security](#)

[Administration](#)

[My Profile](#)

[Sign Out](#)

Step 2: Fill out the emergency information fields under **General Information**. NOTE: For the emergency notifications to be effective, it is important that this section be filled out completely and with non-work related information. This information is private, secure, and will not be shared.

General Information

Name :

Building :

Floor & Suite :

Phone :

Fax :

E-mail :

Alternate E-mail :

Emergency Phone 1 :

Emergency Phone 2 :

Emergency E-mail :

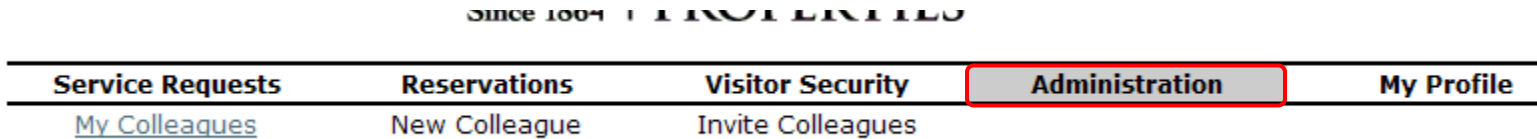
Emergency SMS :

Step 3: Click at the bottom of the profile.

OPTIONAL STEPS – Update Employee Profiles

Tenant Managers have the ability to update their employees' information directly. Employees with access to the system may also do this themselves. NOTE: Tenant Managers may set up additional employees to receive emergency notifications without granting access to the system.

Step 1: Select **Administration** from the menu at the top of the screen.



Step 2: Select an employee from the list by clicking on their name.

My Colleagues

Status :
All

Name	E-mail	Phone
Mary Jones	mjones@test.com	

Step 3: Update the emergency information as applicable.

Step 4: Click at the bottom of the profile.