



# Association Portal

## Dashboard – Submit a Request

1. To submit a request or question to the association, click on the “Submit a Request” tab under the Owner portion of the grey menu on the left side of the screen.

2. Choose the type of request. Click on the downward-facing arrow on the right side of the “Choose a Request Type” menu. A dropdown menu will appear and allow you to choose from a variety of categories.

Choose the category that best relates to your question.

3. Make sure that the right property is specified for this request. If you only own one property in this community, it will be filled in by default.

Click within the large white text box and enter a detailed description of your request. Be as clear as possible.

The portal will also give you the option to upload and attach any documents that you feel are relevant to the request.

4. Once all items look complete and correct, click on the orange “Submit” button at the bottom of the screen. Your request will be sent to the correct parties; your request will now appear under “My Items” and on your main dashboard.

Submit A Request

Choose a Type of Request  
(Choose a Request Type) ▼

For Which Property  
1861 Fork Avenue ▼

Please provide a detailed description of your request.

Attach documents to help describe your request (10 MB upload limit)

Select files...

Submit

Submit A Request

Choose a Type of Request  
(Choose a Request Type) ▼

(Choose a Request Type)

Billing Question

Clubhouse Reservation

Fee Waiver Request

Gate & Building Access Inquiry

General Question

Work Order

Please provide a detailed description of your request.

Attach documents to help describe your request (10 MB upload limit)

Select files...

Submit