

HOW TO PLACE A WORK ORDER


OPEN YOUR ONLINE PORTAL

The screenshot shows the AppFolio online portal home page. On the left is a dark blue navigation sidebar with a vertical list of menu items: Home, Payments, Maintenance, Contact Us, Shared Documents, Insurance, Property Details, Account Profile, and Help. The 'Home' item is highlighted. The main content area is titled 'Home' and features three primary sections: 1. 'Your Current Balance' with a green header, stating 'There is nothing for you to pay.' and containing 'Pay Now' and 'Set Up Autopay' buttons. 2. 'Renters Insurance' with a purple header, powered by AppFolio Insurance Services, stating it is available for purchase and containing 'Purchase Renters Insurance' and 'Learn More' buttons. 3. 'Maintenance Requests' with an orange header, containing a 'Request Maintenance' button. Below this button, it states 'You currently do not have any open maintenance requests.' The footer includes 'ReManagePro (929) 207-3797 Help · Terms · Privacy' on the left and the 'appfolio' logo on the right. A 'Log Out' link is visible in the top right corner.

PRESS REQUEST MAINTENANCE

This screenshot is identical to the one above, showing the AppFolio online portal home page. The key difference is that the blue 'Request Maintenance' button in the 'Maintenance Requests' section is circled with a thick orange oval, indicating the step to be taken.

TYPE IN THE PROBLEMS THAT YOU ARE EXPERIENCING

THE PORTAL OF [redacted]  PROPERTY ADDRESS | Log Out

Maintenance

Create A New Maintenance Request

Tell us about the issue you are having. Please use as much detail as possible to help us resolve this more quickly.

(Max 950 characters)

Drag Image Files Here or


To resolve the issue as quickly as possible, do we have permission to enter the residence? *

Yes
 No
 N/A - Entry not necessary

Date Created
10/15/2021

My Contact Info

LET US KNOW IF THEY CAN ENTER YOUR APARTMENT

THE PORTAL OF [redacted]  PROPERTY ADDRESS | Log Out

Maintenance

Create A New Maintenance Request

Tell us about the issue you are having. Please use as much detail as possible to help us resolve this more quickly. *

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To resolve the issue as quickly as possible, do we have permission to enter the residence? *

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Date Created
10/15/2021

My Contact Info

PRESS SUBMIT AND WE WILL REACH OUT TO LET YOU KNOW WHEN IT WILL BE DONE

The screenshot shows the 'Create A New Maintenance Request' page in the ReManagePro portal. The page is divided into a left sidebar, a main content area, and a right sidebar. The left sidebar contains navigation links: Home, Payments, Maintenance (highlighted), Contact Us, Shared Documents, Insurance, Property Details, Account Profile, and Help. The main content area has a title 'Create A New Maintenance Request' and a sub-header 'Tell us about the issue you are having. Please use as much detail as possible to help us resolve this more quickly.' Below this is a text input field with a '(Max 950 characters)' limit. Underneath the text field is a dashed box for image uploads with the text 'Drag Image Files Here or Add Images'. A question follows: 'To resolve the issue as quickly as possible, do we have permission to enter the residence?' with radio button options for 'Yes', 'No', and 'N/A - EPT'. At the bottom of the form are 'Back', 'Submit Request' (circled in orange), and 'Cancel' buttons. The right sidebar contains a 'PROPERTY ADDRESS' header, a 'Date Created' field with the value '10/15/2021', and a 'My Contact Info' section. The footer includes 'ReManagePro (929) 207-3797 Help · Terms · Privacy' and the 'appfolio' logo.