

Community Portal Help Guide

Requesting a Service

1. Click the **Request a Service** tile or menu option.
2. Click one of the popular categories tiles or the **Other** tile for more categories.
3. Enter a short description of your request in the **Description** field and identify the location using Google Maps or by entering the address in the **Search Address...** field located above the map.
4. Enter your contact details or you can choose to enter a request anonymously.
If you are logged in, your personal details will be pre-filled.
5. An attachment can be uploaded by clicking the **Add** button. An **Attachments** window will appear - select a file by clicking the **Browse** button next to the **Filename** field. Enter a short description in the **Description** field, click the **Add Attachment** button, click the **Finished** button and then click the **Submit** button.