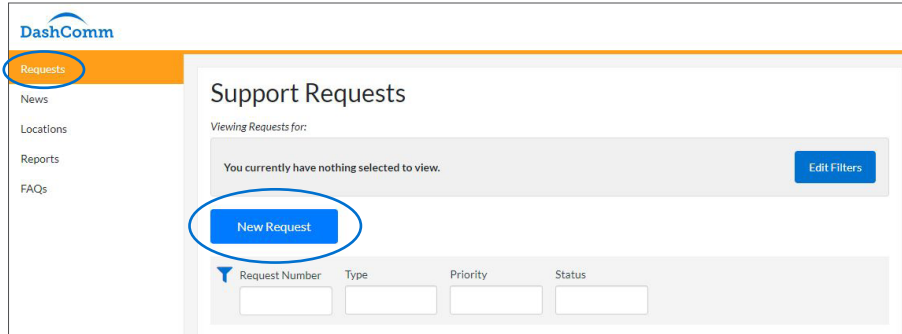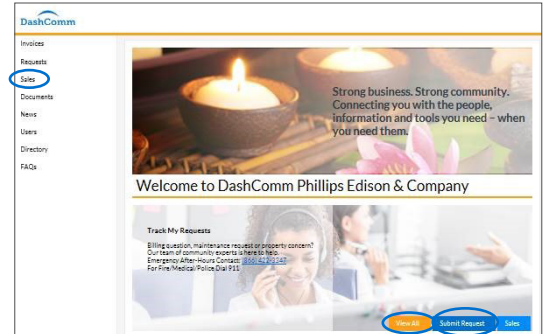# How to Submit a Request

Submitting a Request

Go to www.dashcomm.com and log in. Your username is your registered email address. Click on 'Requests' at the top left of the Dashboard then 'New Request' **OR** click on 'Submit a Request' in the 'Track My Requests' section on the Dashboard.

OR

Links to Remember

Sales - Report your sales figures here. See above right screenshot.

Submit Request - Submit a request any time you need to reach out to Phillips Edison (your landlord). See above right screenshot.

View All - See all requests you have submitted to Phillips Edison and see responses from Phillips Edison.

Types of Requests

There are a variety of request types to select from. Choose the Request Type that most accurately fits your issue or question. This will help DashComm® deliver your request directly to the associate who can best address your concerns.

Type your issue or question in the 'Description' text box, sign it, then click 'Create.'

To include an attachment, click on 'Browse'. In the browse window, you can retrieve the document you want to attach. To select multiple documents, hold down the CTRL key while selecting all desired documents.
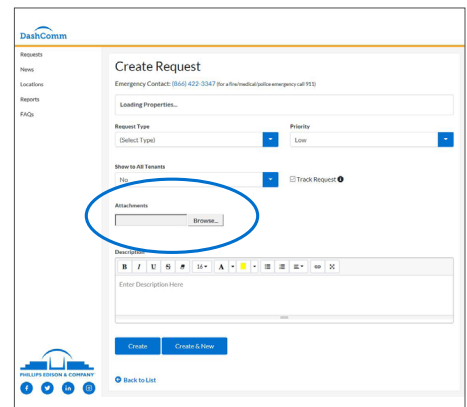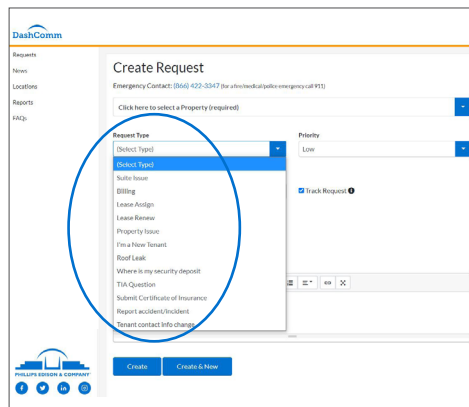
Once you have created your request, you can view it by returning to the Dashboard (click on the DashComm® logo) and click on 'View All.'

Ongoing Communication

Be sure to mark dashcomm@phillipsedison.com as a safe email address! All communications will come from DashComm® and will be delivered to your (registered) email inbox(es).

✱ DashComm® Tip! You can return to the Dashboard from any page by clicking on the DashComm® logo at the top of your screen.

Questions about DashComm®? Email us!

DashComm@phillipsedison.com