RESIDENT PORTAL

User Instructions

USING LIFELOOP

MAIN MENU

Anytime you would like to go back to the main menu, select "Home" on the top left-hand side of your screen.

LEARNING COMMUNITY

If you have questions on LifeLoop, the on the top right-hand corner will take you to the LifeLoop Learning Community. It has frequently asked questions, videos and documents to provide you with a better user experience.

USING LIFELOOP

MAINTENANCE

Maintenance

SUBMITTING A NEW REQUEST

If your community offers Maintenance within LifeLoop, you will see this icon.

STEP 1

Select "New Request" at the top right of your screen.

STEP 2

Fill out what work is requested and a short description. Click "Submit Request". Once submitted see the request and if it is "Open", "In Progress" or "Closed" in the maintenance request list.

🟢 Open
In To-Do List

🔵 Completed
Upcoming

⚪ Cancelled
Upcoming

🟡 In Progress
a month ago

LifeLoop

USING LIFELOOP

MAINTENANCE

Maintenance

CANCELING A REQUEST

STEP 1

Find your maintenance request in the maintenance request list.

Maintenance   Filters (0)

View Details

Fix my sink
#MR000544 - Other
Alexa Edwards (338)

STEP 2

If you would like to cancel your request simply click "View Details".

View Details

STEP 3

Click on "Change Request Status" on the top right-hand corner and select "Cancelled".

Change Request Status

Cancelled

LifeLoop