

RESIDENT PORTAL

User Instructions

USING LIFELOOP

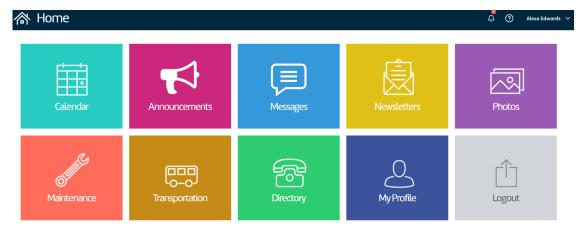
MAIN MENU



MAIN MENU

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





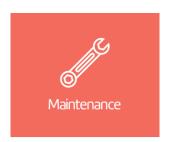
LEARNING COMMUNITY

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



SUBMITTING A NEW REQUEST

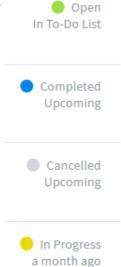
If your community offers Maintenance within LifeLoop, you will see this icon.

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.





USING LIFELOOP

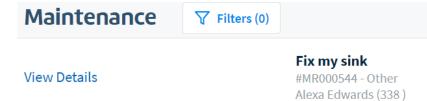
MAINTENANCE



CANCELING A REQUEST

STEP 1

Find your maintenance request in the maintenance request list.



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".

