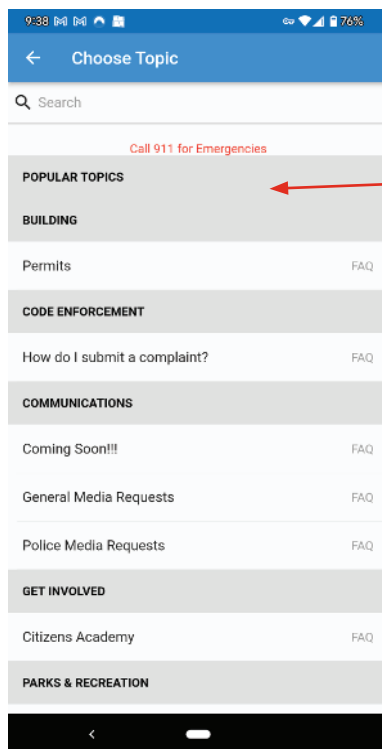
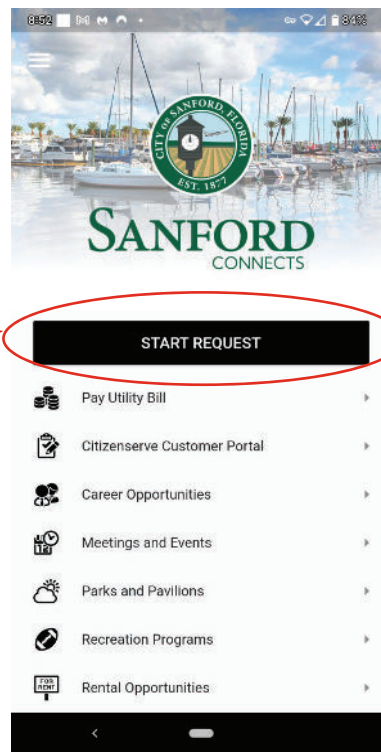


Create a Service Request

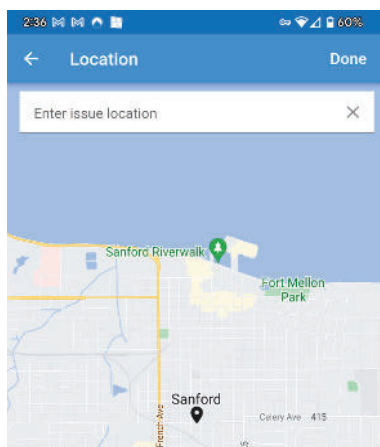
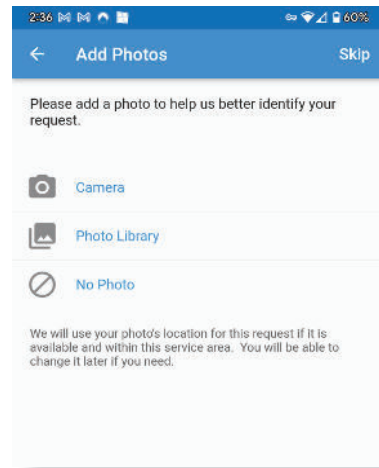
Note: You must first register your account before you can create a Service Request.

Tap on the **Start Request** button on the homescreen.



Select your topic from the list of topics. Topics which have FAQ's are handled in another Sanford application. Requests which do not have FAQ's associated with them will start a request within Sanford Connects.

For requests which are submitted through Sanford Connects, you will be prompted to add a photo to the request. You can use your phone's camera, select a photo from your device, or choose not to add a photo. If you wish to skip this step, simply tap **Skip** in the upper right corner.

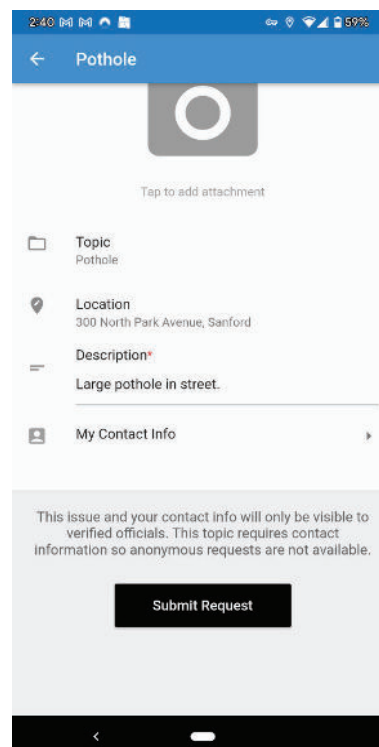


The app will select the location using your phone's GPS. Alternatively, you can enter an address. Tap on **Done**.

Enter a description of the nature of your request in the Description section.

If you wish to change your contact info from that which is associated with your account, tap on **My Contact Info** and make the desired changes.

Tap on **Submit Request** to submit.



You will be notified when the request is successfully submitted. Your request will be assigned a number so that you may track it the Sanford Connects app.

Tap on **Got It!** to return to homescreen.

