

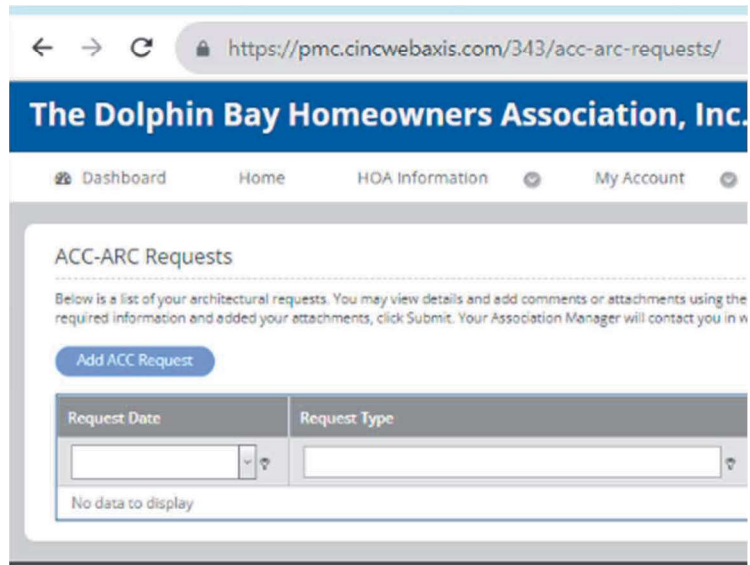
Work Orders

Use Work Orders for any requests to the HOA. Examples include notification of a broken gate, problem at the dock, parking issues, or a repair that has been done by you.

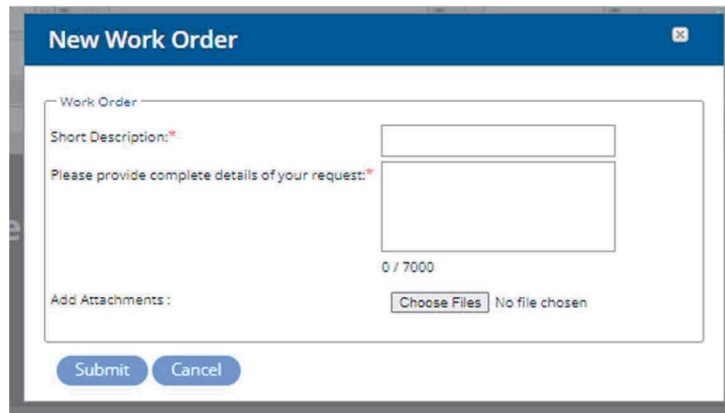
Recording of maintenance and repairs is important to ensure we are budgeting correctly for the future.

Select *Work Orders* under the My Account Drop-down menu. Any Work Orders you have already submitted will be listed on this page. Submit a new Work Order using the blue *Add Work Order* button.

When adding a Work Order, please provide details. If you have performed a repair, it would be greatly appreciated if you enter a work order to let us know what was done, and when applicable, please use this service to submit receipts for reimbursement.



The screenshot shows a web browser window with the URL <https://pmc.cincwebaxis.com/343/acc-arc-requests/>. The page title is "The Dolphin Bay Homeowners Association, Inc.". The navigation menu includes "Dashboard", "Home", "HOA Information", and "My Account". The main content area is titled "ACC-ARC Requests" and contains a blue "Add ACC Request" button. Below the button is a table with two columns: "Request Date" and "Request Type". Both columns have empty input fields with dropdown arrows. The text "No data to display" is shown below the table.



The screenshot shows the "New Work Order" form. The form has a blue header with the title "New Work Order" and a close button. The form fields include: "Work Order:" (a label), "Short Description:*" (a text input field), "Please provide complete details of your request:*" (a large text area), "Add Attachments:" (a label), "Choose Files" (a button), and "No file chosen" (text). At the bottom of the form are "Submit" and "Cancel" buttons. The text "0 / 7000" is displayed next to the text area.