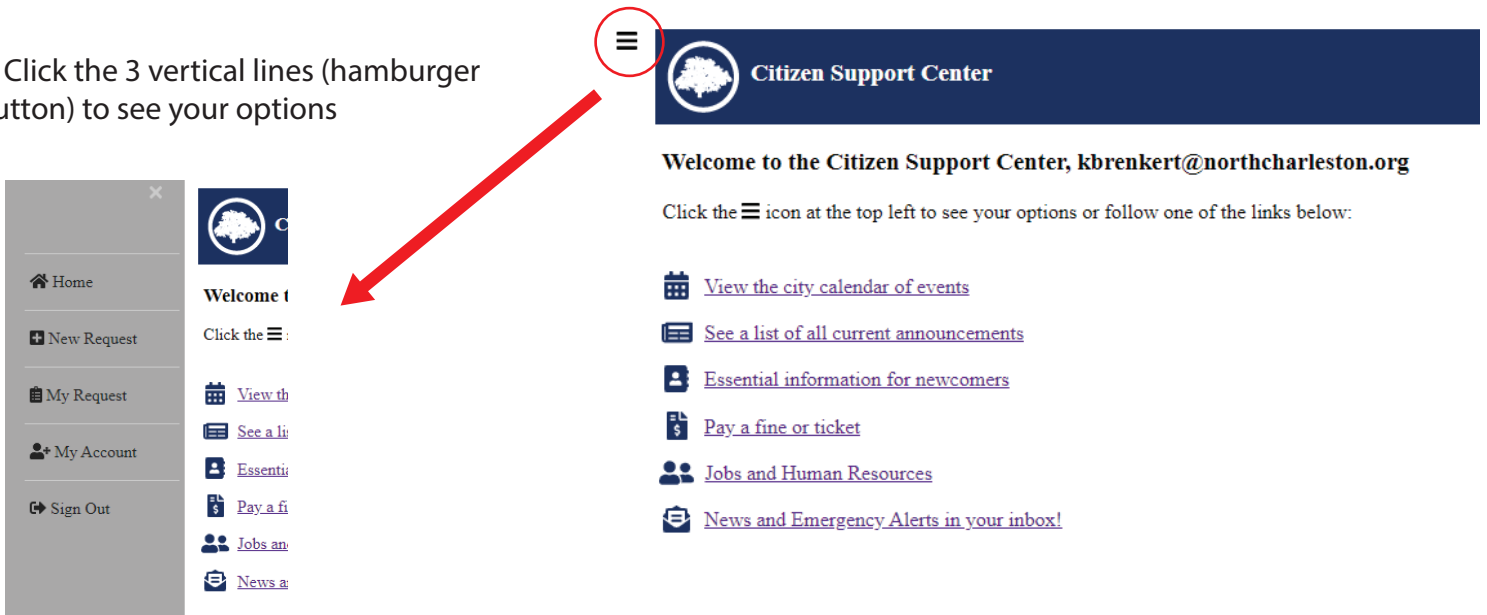


1. Click the 3 vertical lines (hamburger button) to see your options



The screenshot shows the top navigation bar of the Citizen Support Center website. On the left, there is a hamburger menu icon (three vertical lines) circled in red. A red arrow points from this icon to a secondary screenshot on the left. This secondary screenshot shows the expanded menu with options: Home, New Request, My Request, My Account, and Sign Out. Below the menu is a 'Welcome to the Citizen Support Center' message and a list of links: View the city calendar of events, See a list of all current announcements, Essential information for newcomers, Pay a fine or ticket, Jobs and Human Resources, and News and Emergency Alerts in your inbox!

Choose from one of the menu buttons listed - you can add a new request, view older requests or make changes to your account.

Submitting New Request

Step 1 is to Choose a request type

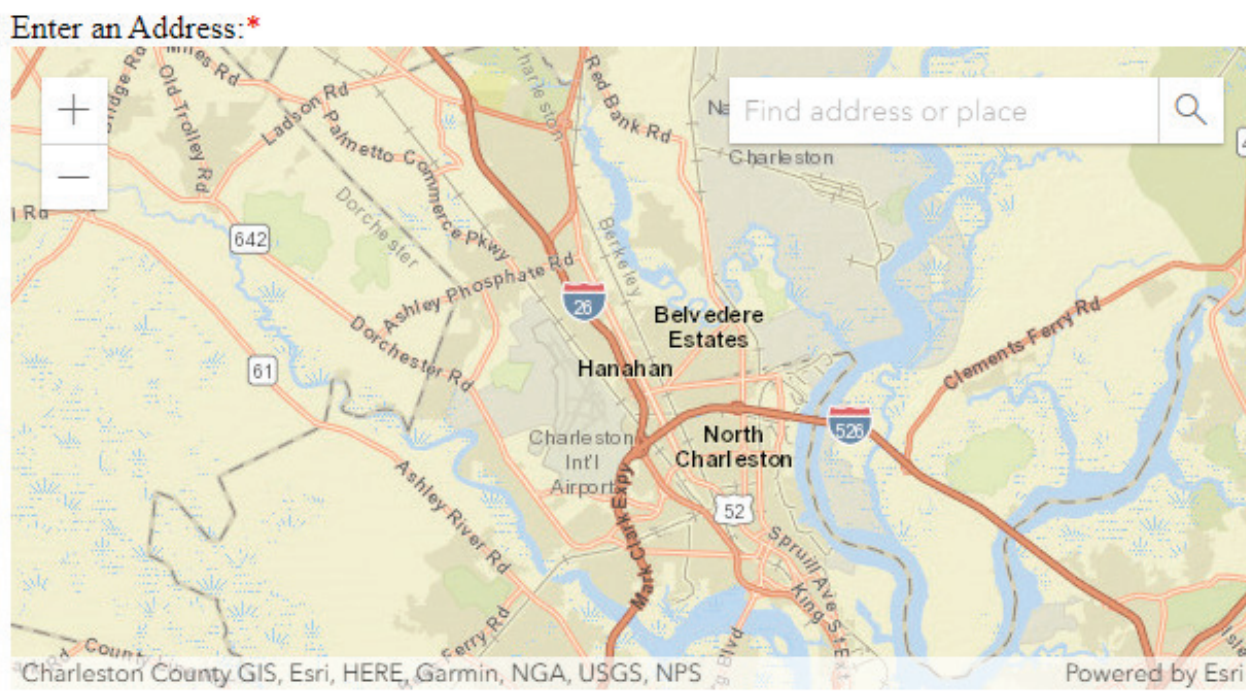
Choose a request type: *

1. Ask a question or send a comment - select this option if you wish to send a comment or ask a question of a specific department.

2. Report a Problem - select this option if you have a problem you wish to report. Common problems reported are listed under this option. Please note, a few of these will automatically create a work order with our Public Works Department, or your request may at any time be forward to our work order system within our Public Works Department

Step 2, fill out the form. Any field marked with a red * is required.

Step 3, Enter the address related to the question, problem or repair/request for service.




Enter the address in the box at the top right of the map and hit enter. A pop-up with your address will appear at the location of your address.

Step 4, Submit your request.

Click the button to submit your request and it will be submitted to our database system.

Step 5, Attach any images.

Once your request is submitted you can add a picture if desired. Otherwise click the  button and view your requests, your account information or submit another request.

My Requests

All your requests will be listed in the table at the top of the “My Requests” page.

Submitted	Request ID	Status	Request Type	Description
				test - Sunday
03/31/2020	9	closed	Question/Comment	Testing a pop up on successful submission.
03/31/2020	10	open	Question/Comment	test
04/07/2020	11	open	Question/Comment	test
04/18/2020	12	open	Reported Problem	
04/18/2020	13	open	Question/Comment	test Apri

Step 1 Click on the request in the table that you wish to view.

Once you have selected a record you can click on the tabs below to view more information about your request. You can send additional messages, view messages and notes from staff related to your requests, and add additional images.