



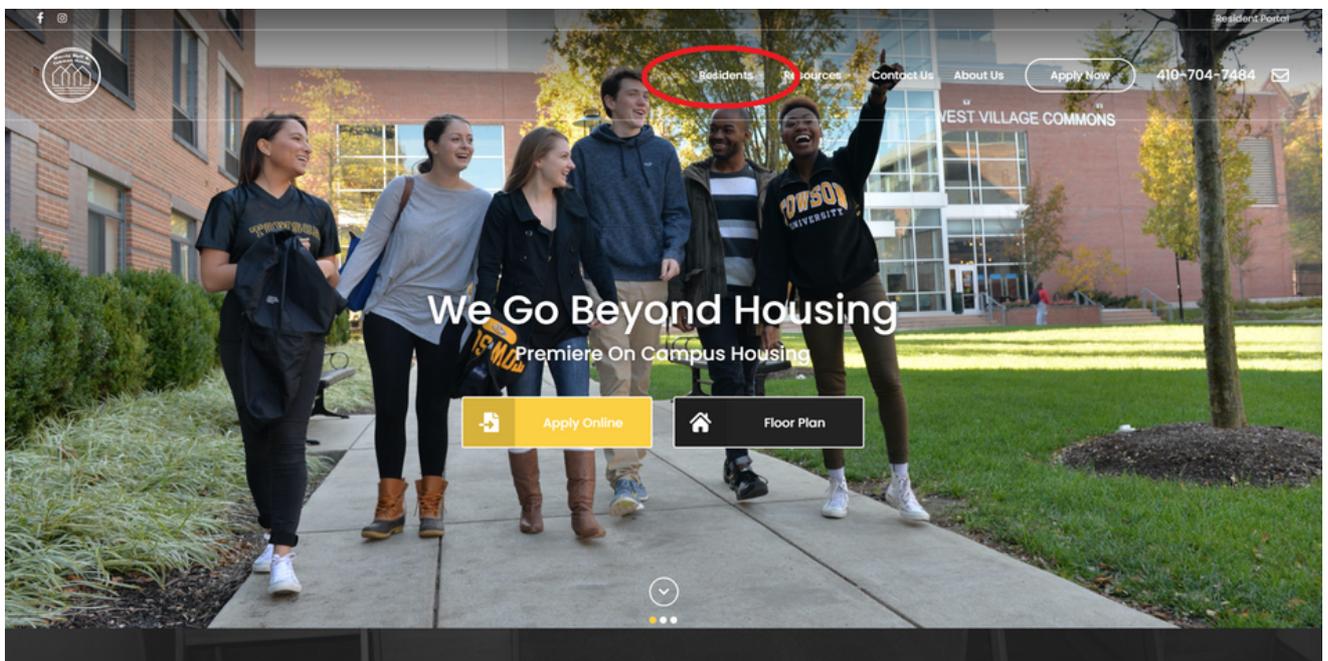
# How to Submit a Work Order Form

## For Harris and Tubman Housing

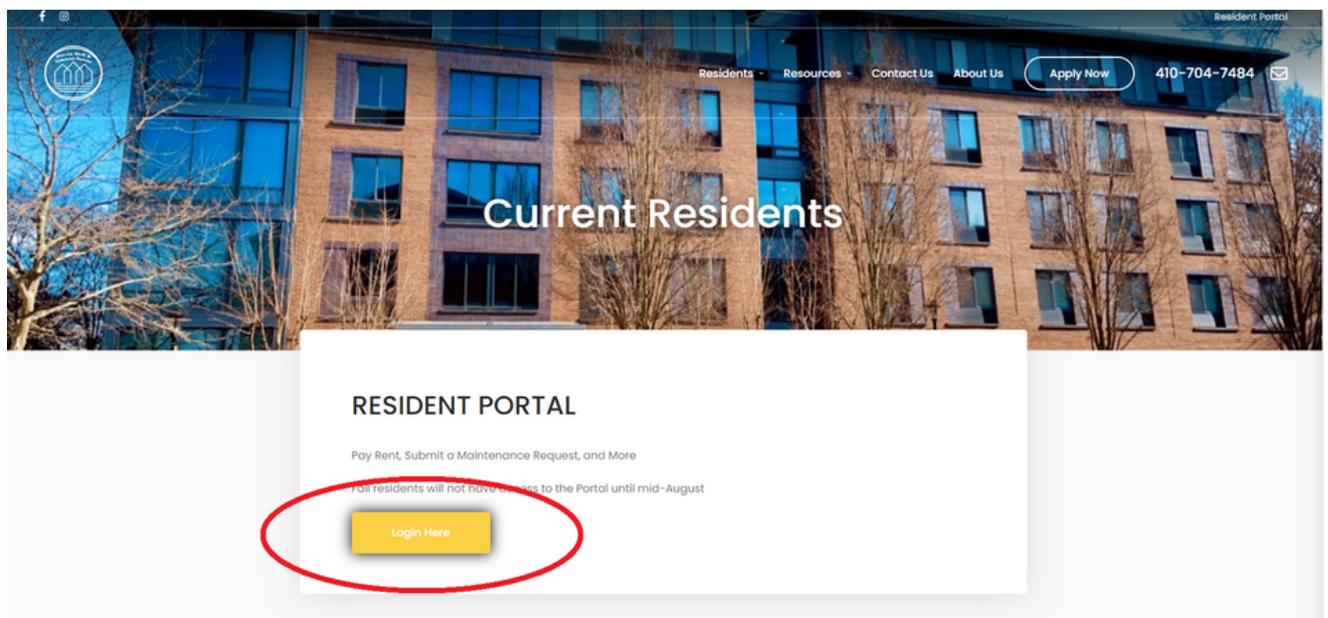
### Online

1) Navigate to [www.harristubman.com](http://www.harristubman.com)

2) Click on 'current residents' either on the front page of the website or under the Residents tab at the top of the page. In the drop down choose whether you are a prospective resident or a current resident



3) Click 'login' to sign into the resident portal



4) Enter your username and password to enter the portal.

*(Please note: you must have completed the registration for the portal to gain access. If you have not done this, please click 'Sign Up Now' to the bottom left of the username/password box.)*

### Log In

Email \*

Password \*

  
[Forgot Password?](#) [Contact Us](#)

**Log In**

Haven't Registered Yet?  
[Sign Up Now](#)



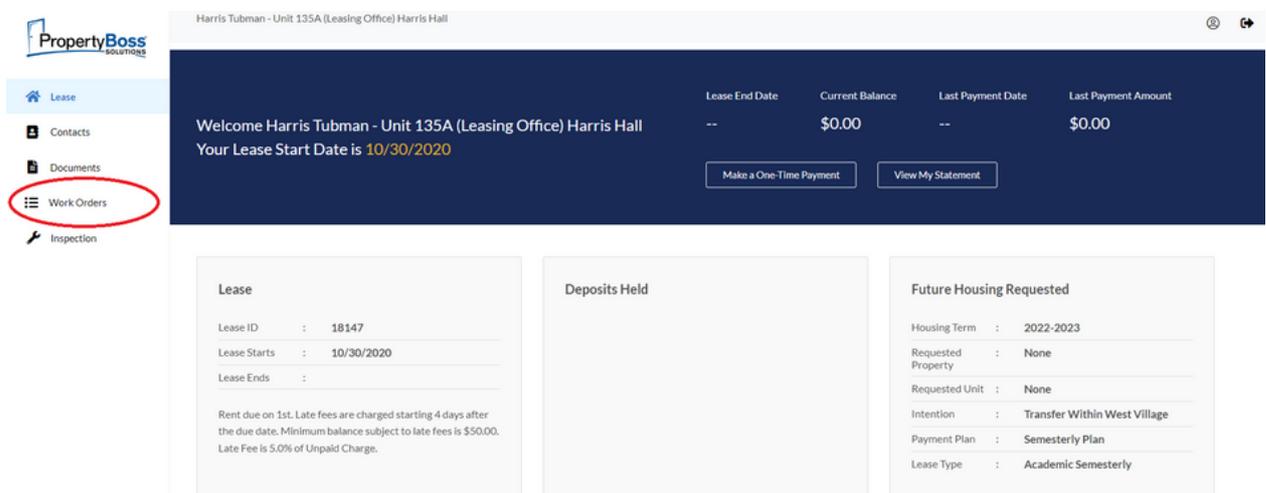
Welcome to the Portal

If this is your first time using the portal, click 'Sign Up Now' in the box to the left.

After submitting your registration you will receive an e-mail with a temporary password. If you do not receive the e-mail, please check your spam/junk mail folder. You will be asked to change that password after logging into the portal for the first time.

Thank You!

5) Once in the resident portal, click the side bar tab reading 'work orders'



The screenshot shows the PropertyBoss resident portal for Harris Tubman - Unit 135A. The left sidebar contains navigation tabs: Lease, Contacts, Documents, Work Orders (circled in red), and Inspection. The main content area displays a welcome message and lease information:

Lease End Date	Current Balance	Last Payment Date	Last Payment Amount
--	\$0.00	--	\$0.00

Your Lease Start Date is 10/30/2020

Buttons: Make a One-Time Payment, View My Statement

#### Lease

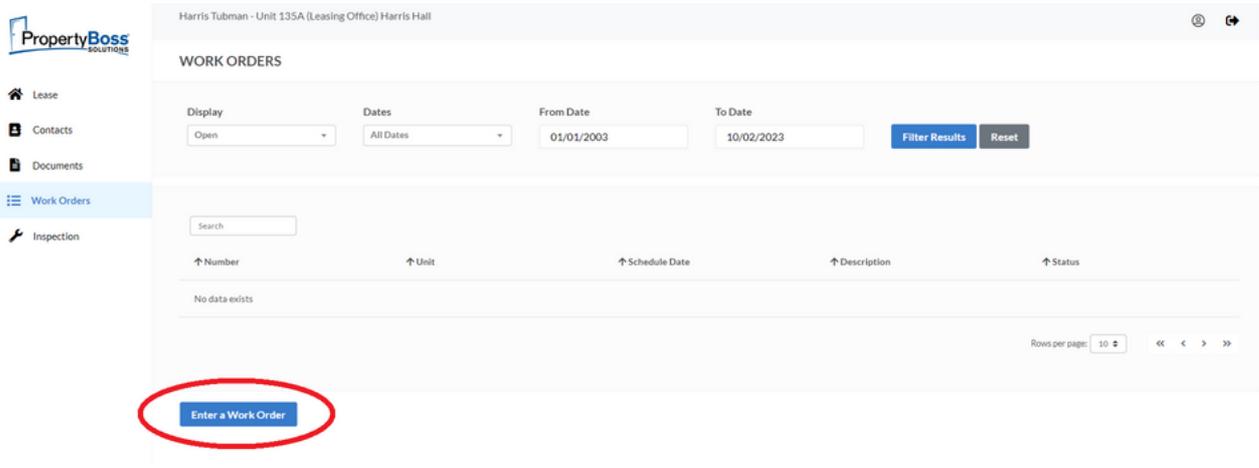
Lease ID : 18147  
Lease Starts : 10/30/2020  
Lease Ends :  
Rent due on 1st. Late fees are charged starting 4 days after the due date. Minimum balance subject to late fees is \$50.00. Late Fee is 5.0% of Unpaid Charge.

#### Deposits Held

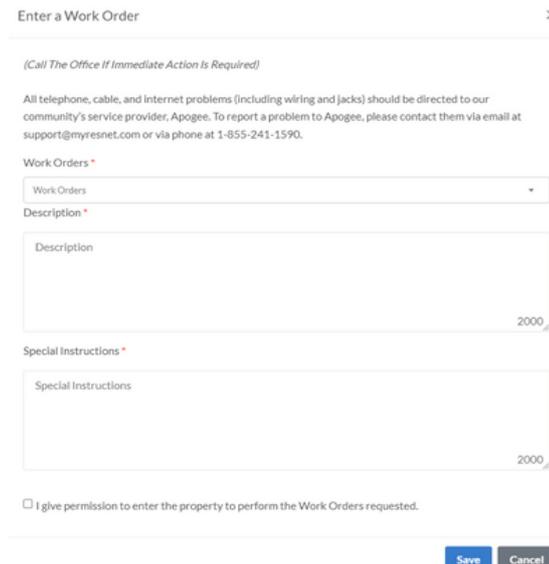
#### Future Housing Requested

Housing Term : 2022-2023  
Requested Property : None  
Requested Unit : None  
Intention : Transfer Within West Village  
Payment Plan : Semesterly Plan  
Lease Type : Academic Semesterly

6) Near the bottom, click 'enter a work order'



7) Fill in the 3 fields as completely as possible. Type of work order, description of the problem, and any special instructions.



8) Click 'save' at the bottom and you're done!

## Paper

Paper work orders are available at the front CC desk of both Harris & Tubman. Fill this out and leave it with the desk. These paper work orders are also available for pick-up and drop off in the management office located in Harris.

**\* PLEASE NOTE: IN CASE OF AN EMERGENCY, PLEASE CONTACT THE RA ON CALL**