

How to Submit a Work Order Form

For Harris and Tubman Housing

<u>Online</u>

1) Navigate to 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



Pay Rent, Submit a Maintenance Request, and More
rail residents will not have a sec to the Portal until mid-August
Login Here

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 *		arris Have
Email		Tubman House
Password *		
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.
		into the portal for the first time.
		Thank You!

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

Property Boss	Harris Tubman - Unit 135A (Leasing Office) Harris Hall				® (4
 Lease Contacts Documents Work Orders Inspection 	Welcome Harris Tubman - Unit 135A (Leasing Of Your Lease Start Date is 10/30/2020	fice) Harris Hall	Lease End Date Current \$0.00 Make a One-Time Payment	Balance Last Payment Date) View My Statement	Last Payment Amount \$0.00
	Lease 18147 Lease Starts : Lease Ends : Lease Ends : Rent due on 1st. Later fees are charged starting 4 days after the due date. Minimum balance subject to late fees is \$50,000. Late Fee is 5,0% of Unpaid Charge.	Deposits Held		Housing Term : 2022 Requested : None Property : None Requested Unit : None Intention : Trans Payment Plan : Semu Lease Type : Acade	ted -2023 e sfer Within West Village esterly Plan lemic Semesterly

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

Down Boos	Harris Tubman - Unit 135A (Leasing Office) Harris Hall					۵	•
Froperty BOSS	WORK ORDERS						
A Lease							
Contacts	Open *	All Dates +	01/01/2003	To Date 10/02/2023	Filter Results Reset		
Documents							
E Work Orders							
🗲 Inspection	Search						
	↑Number	↑ Unit	↑ Schedule Date	↑ Descrip	tion 🛧 Status		
	No data exists						
					Rows per page: 10 ¢	« < >	>>
(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.

nter a Work Order	>
(Call The Office If Immediate Action Is Required)	
All telephone, cable, and internet problems (including wiring and jacks) should be community's service provider, Apogee. To report a problem to Apogee, please con support⊜myresnet.com or via phone at 1-855-241-1590.	directed to our tact them via email at
Nork Orders *	
Work Orders	*
Description *	
Special Instructions *	2000,
Special Instructions	
	2000,
I give permission to enter the property to perform the Work Orders requested.	
	Save Cancel

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