

NEW SERVICE REQUEST _ Potholes

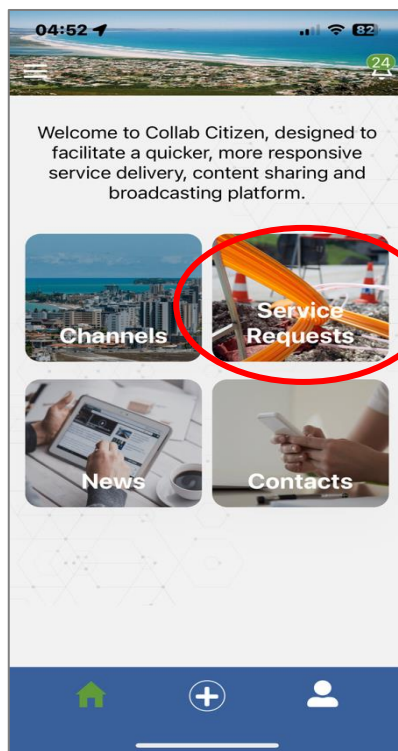



COLLAB CITIZEN APP

Search for the green Collab Citizen icon in Google Play Store, Apple App Store as well as Huawei App Gallery and download today!

The Collab Citizen app allows users to log and track service requests, report faults, and receive notifications

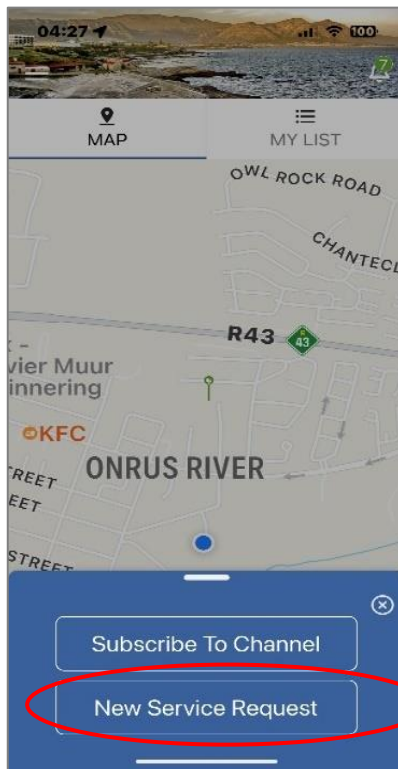
1. Select Service Requests



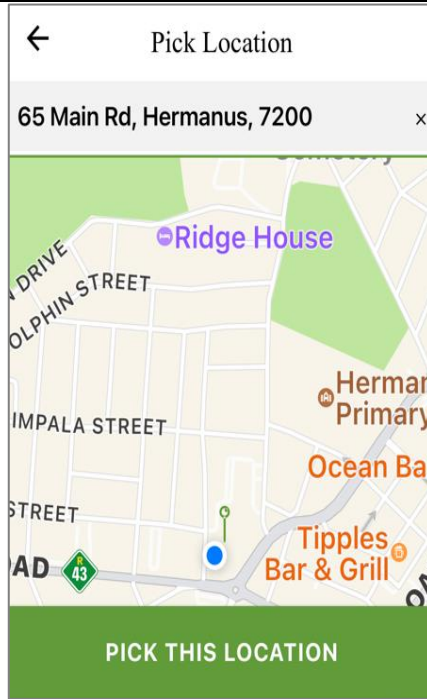
2. Select 



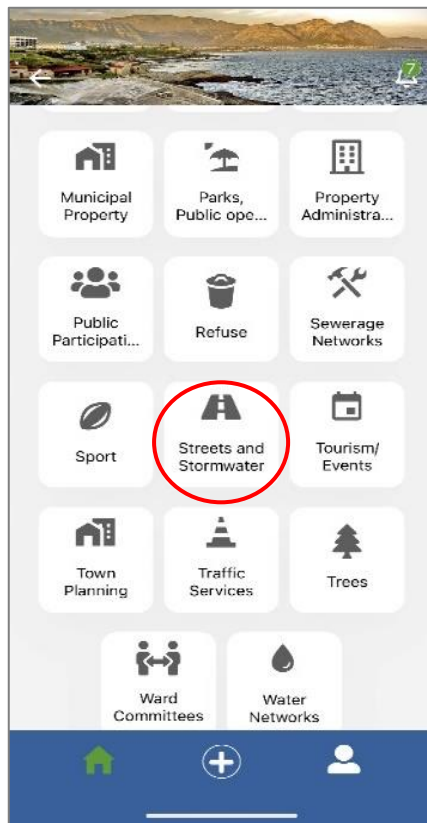
3. Select **New Service Request**



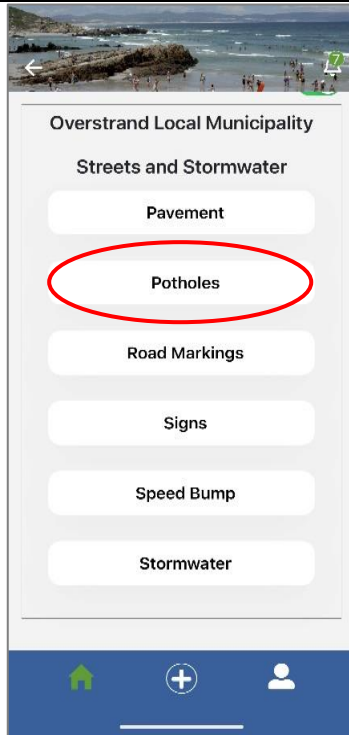
4. Type in your address and/or select **Pick this Location**



5. Select **Streets and Stormwater**



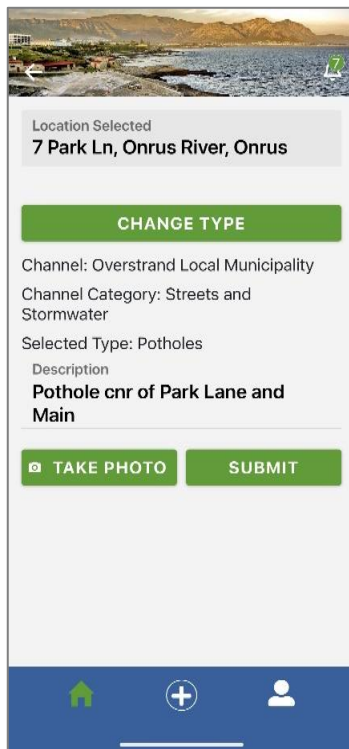
6. Select **Potholes**



7. Type **Description**

Take Photo (optional)

Submit



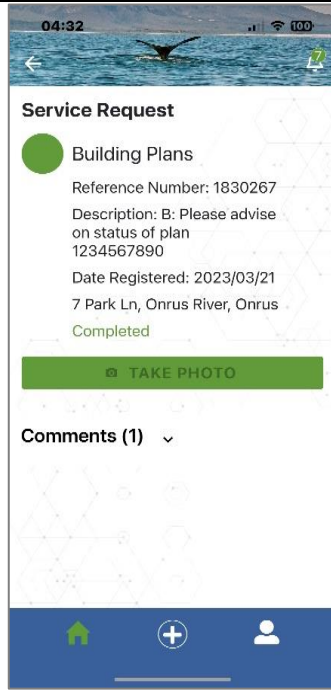
8. To view updates on your service request - Select **My List**



9. Click on any Service request in your list for which you want to view the update



10. Click on **Comments** to see your Comments and our feedback



You can add Comments to your Service request at any time before the request is Completed.