



FRONTSTEPS

Submitting an Architectural Request

*Instructions for Submitting an Architectural
Request on Frontsteps Community*

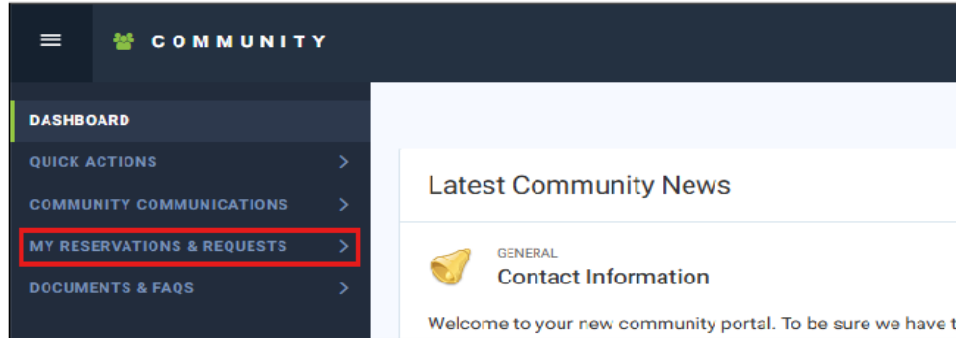
Submitting an Architectural Request

Desk top version

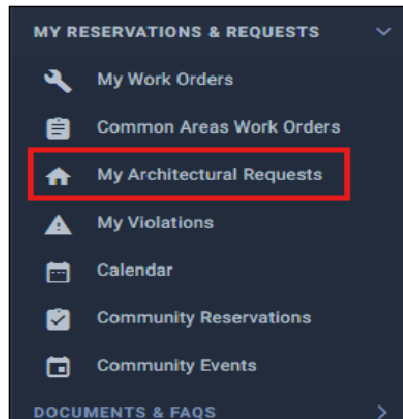
Submitting an Architectural Request

Submitting an Architectural Request through a Desktop Computer

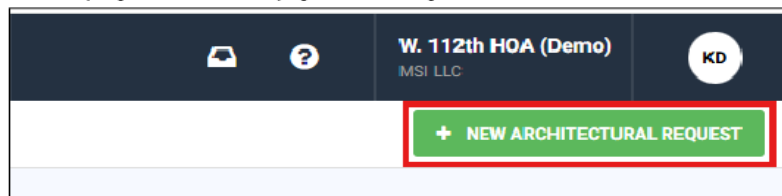
- Log into the Community Portal. Then open the **MY RESERVATIONS & REQUESTS** drop-down from the left-hand Menu:



- Select the **My Architectural Requests** option:

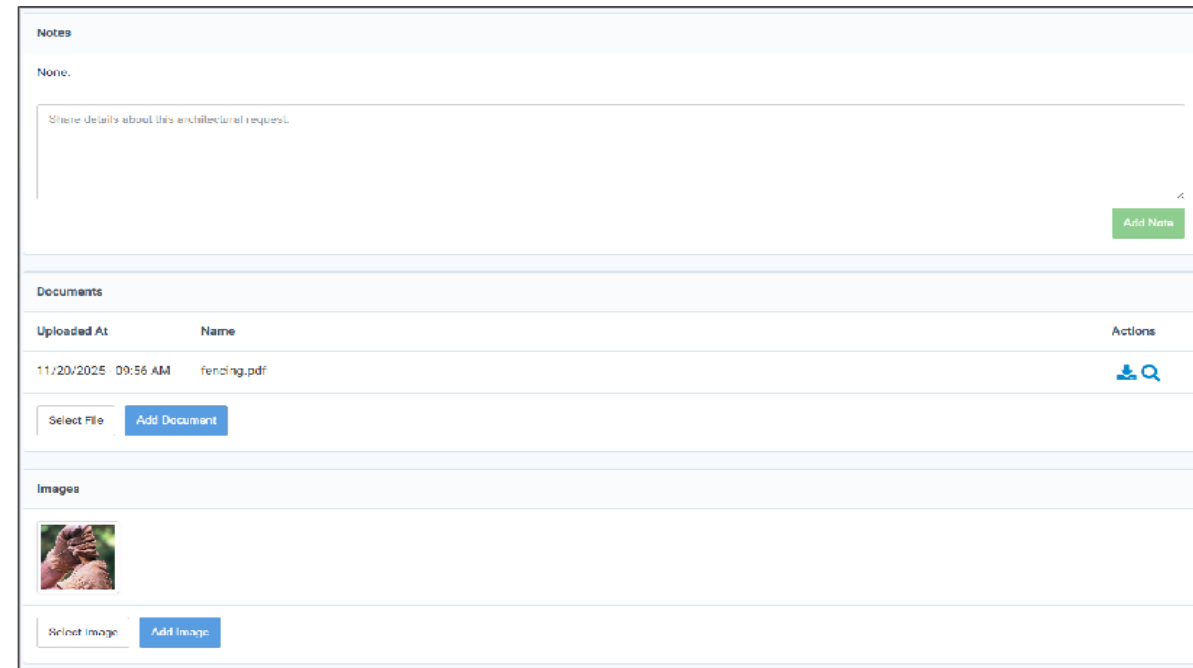


- In the top right corner of the page, select the green **+ NEW ARCHITECTURAL REQUEST** button:



- There are five steps to submit an Architectural Request:
 - Select your Property/Unit and your Request Type from the provided drop-downs.
 - If there are any documents to review you will see them listed. Otherwise, you can proceed to the next step.
 - Review all information provided in the request form and complete all applicable fields.
 - Upload all supporting documents (pictures, maps, plans, etc.) to the request and if applicable, download any documents to review.
 - Sign the document and submit.
- Once you submit your request, your Community Manager will review the request and will be in touch if additional information is needed. You will receive notification emails as the request is processed.

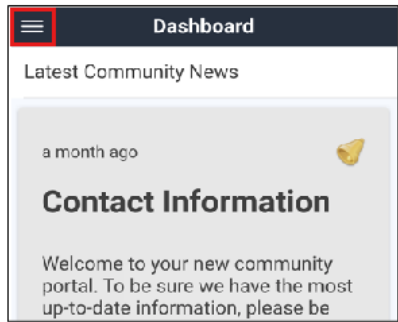
If you need to submit any additional information, images or documents, you can do so from the Portal. To do this, go back to the **My Architectural Requests** area and select the **View** button next to your request. From there you will see an area for Notes, Documents and Images:



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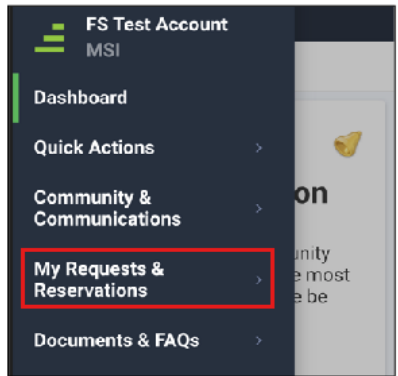
Submitting an Architectural Request through the Mobile App

- Log into the Mobile App. Then open the Menu (three horizontal lines) in the top left corner:

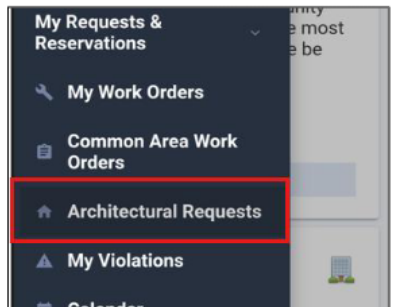


Mobile App Version

- Select the **MY RESERVATIONS & REQUESTS** option:

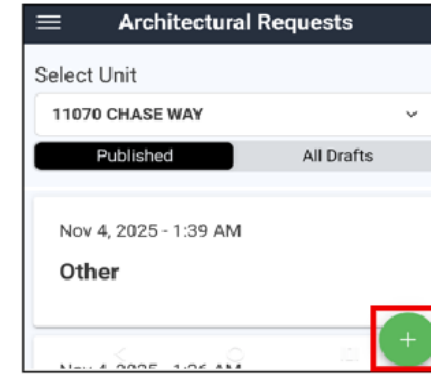


- Then select the Architectural Requests option:



Submitting an Architectural Request

- In the bottom right corner of the screen, select the green + button:



- There are five steps to submit an Architectural Request:
 - Select your Property/Unit and your Request Type from the provided drop-downs.
 - If there are any documents to review you will see them listed. Otherwise, you can proceed to the next step.
 - Review all information provided in the request form and complete all applicable fields.
 - Upload all supporting documents (pictures, maps, plans, etc.) to the request.
 - Sign the document and submit.
- Once you submit your request, your Community Manager will review the request and will be in touch if additional information is needed. You will receive notification emails as the request is processed.
- If you need to submit any additional information or documents, you can do so from the App. To do this, go back to the **Architectural Requests** area and select your request to open it. From there you will see a tab for Notes and a tab for Documents and you can add your additional information there.

