



USING THE TENANT REQUEST WEBSITE

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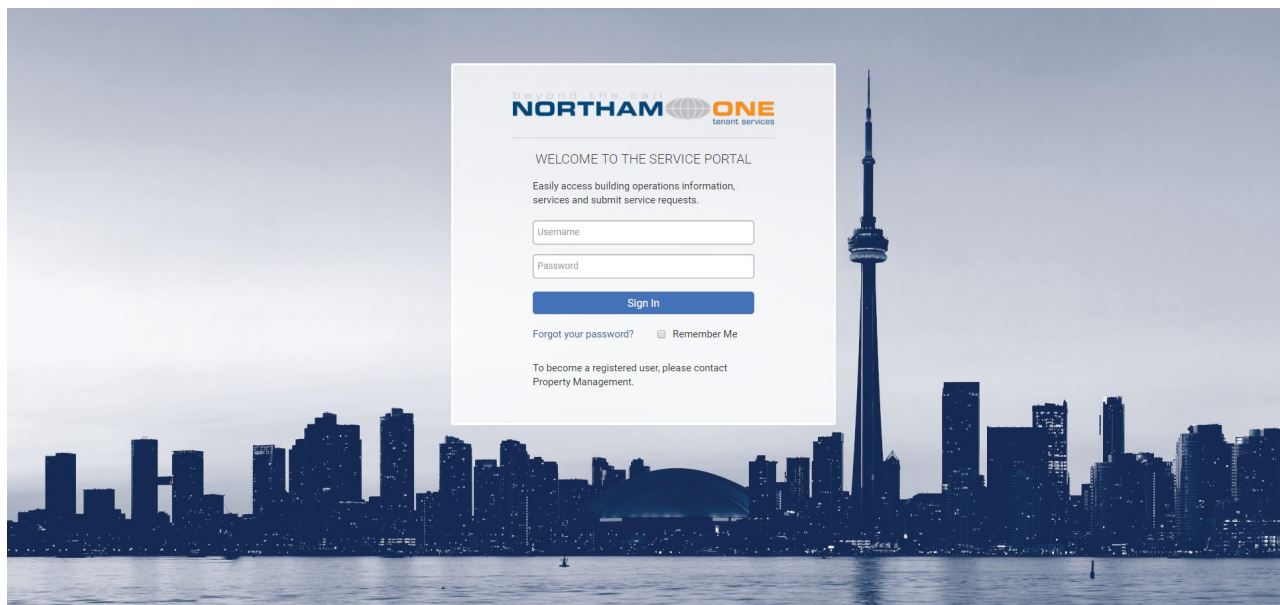
About NorthamONE Tenant Request web site

How to Login:

1. From your Web browser, go to www.northamone.com



2. Select the “Login” option on the menu [top right of screen]. This will take you to the NorthamONE Tenant Request Page.
3. Enter Username & Password (if you do not have these credentials, they can be created or reset through our Tenant Services department via email service@northamone.com or by phone 416-667-8426)



About NorthamONE Tenant Request web site

Enter a New Tenant Request:

PROPERTY: 2 Carlton Street

FLOOR: 9

SUITE: 909

REQUEST TYPE: Please Choose

PRIORITY: Normal

DATE REQUIRED: As Soon As Possible Date/Time

DATE: TIME:

REFERENCE NUMBER:

DETAILS:

ATTACHMENTS:

1. Click **New Service Request** in the middle of the screen or on the main drop down menu located on the left-hand side.
2. Select the specifics for the request from the drop-down menus provided, and type the details of the request in the **Details** field of the form.
3. Click **Submit**. The receipt confirmation screen will be displayed, informing you that your service request was successfully submitted. You will also be notified when the request has been completed.
4. Please reference the **request number** any time you are referring to a specific request with our Tenant Services department.

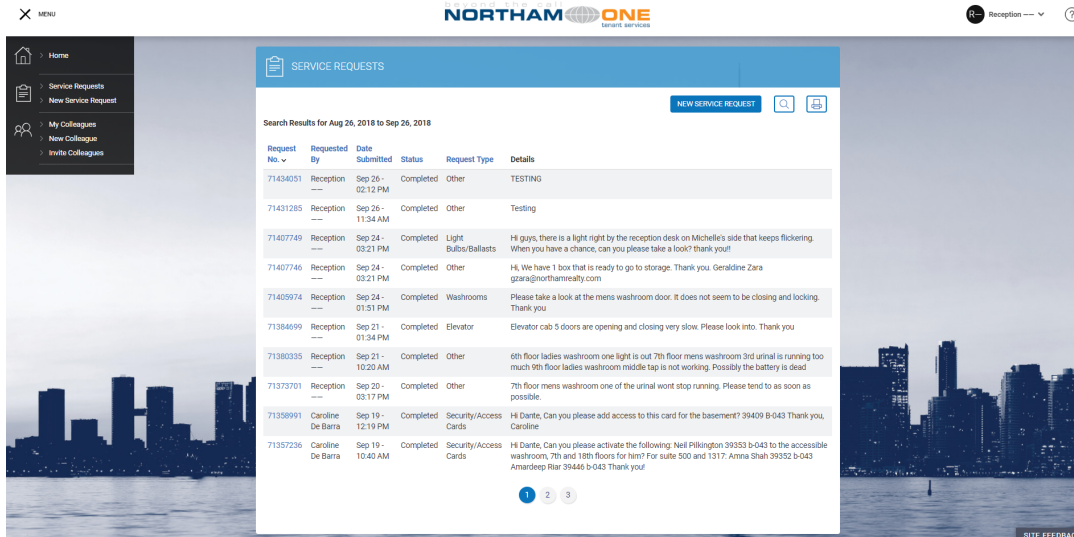
REQUEST DETAILS 71431285

DATE RECEIVED	REQUEST TYPE	TENANT	CONTACT
September 26 2018, 11:34 AM	Other	Northam Realty Advisors	Reception ---
PROPERTY	FLOOR	SUITE	
2 Carlton Street	9	909	
PRIORITY	DATE REQUIRED		
Normal	September 26 2018, 12:00 PM		
DETAILS			
Testing			
REFERENCE NUMBER			

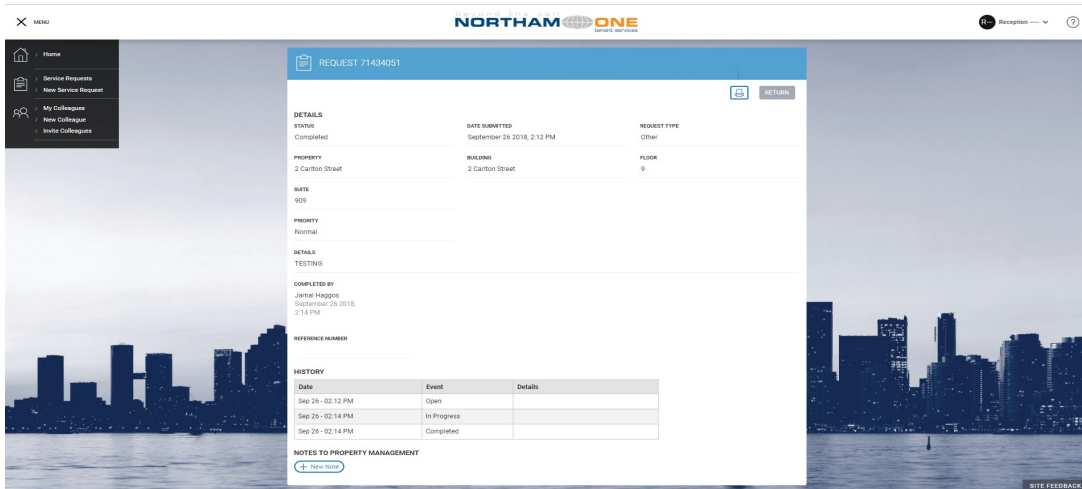
About NorthamONE Tenant Request web site

View the Service Request list:

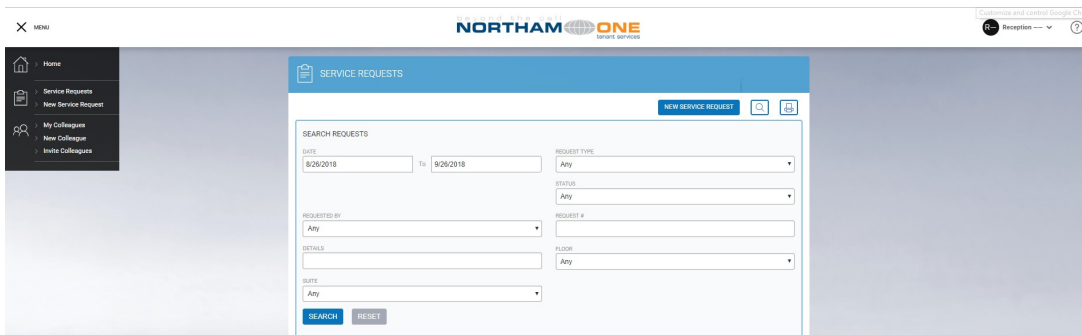
1. Click **My Requests** in the main menu. Your previously submitted requests will be displayed.



2. Click the request number to view the details of the request.



3. You can also search for specific requests. Fill in the appropriate information in the **Filter** fields and hit **Search**.



About NorthamONE Tenant Request web site

My Profile:

1. Click **My Profile** on the right hand side, top of the page. Your profile page will be shown. You can change all of the information on this page, including username and password.

The screenshot displays the 'MY PROFILE' page of the NorthamONE Tenant Request web site. The page is set against a background image of a city skyline at night. In the top right corner, a dropdown menu labeled 'Reception' is highlighted with an orange box and an orange arrow pointing to it. The page content is organized into several sections:

- GENERAL**: Includes fields for FIRST NAME (Reception), LAST NAME (---), BUILDING (2 Carlton Street), FLOOR & SUITE (9, 909), PHONE (416-977-7151 ext 0), FAX, E-MAIL (reception@northamrealty.com), and CC.
- EMERGENCY INFORMATION**: Includes fields for PHONE 1, PHONE 2, E-MAIL, and SMS.
- LOG IN, PERMISSIONS & SUBSCRIPTIONS**: Includes a password rule note and fields for USERNAME (reception), NEW PASSWORD, and CONFIRM PASSWORD.
- E-Mail Subscriptions**: A section with a heading and a note: 'Please check the following boxes to indicate which email notifications you wish to receive'. It contains three sub-sections: Requests, Reservations, and Announcements, each with several checkboxes.
- Permissions**: A section with four radio button options: Can Submit Requests, Can View All Requests, Can Submit Reservations, and Can Manage Colleagues.

A 'SAVE' button is located at the bottom of the profile form. A 'SITE FEEDBACK' link is visible in the bottom right corner of the page.