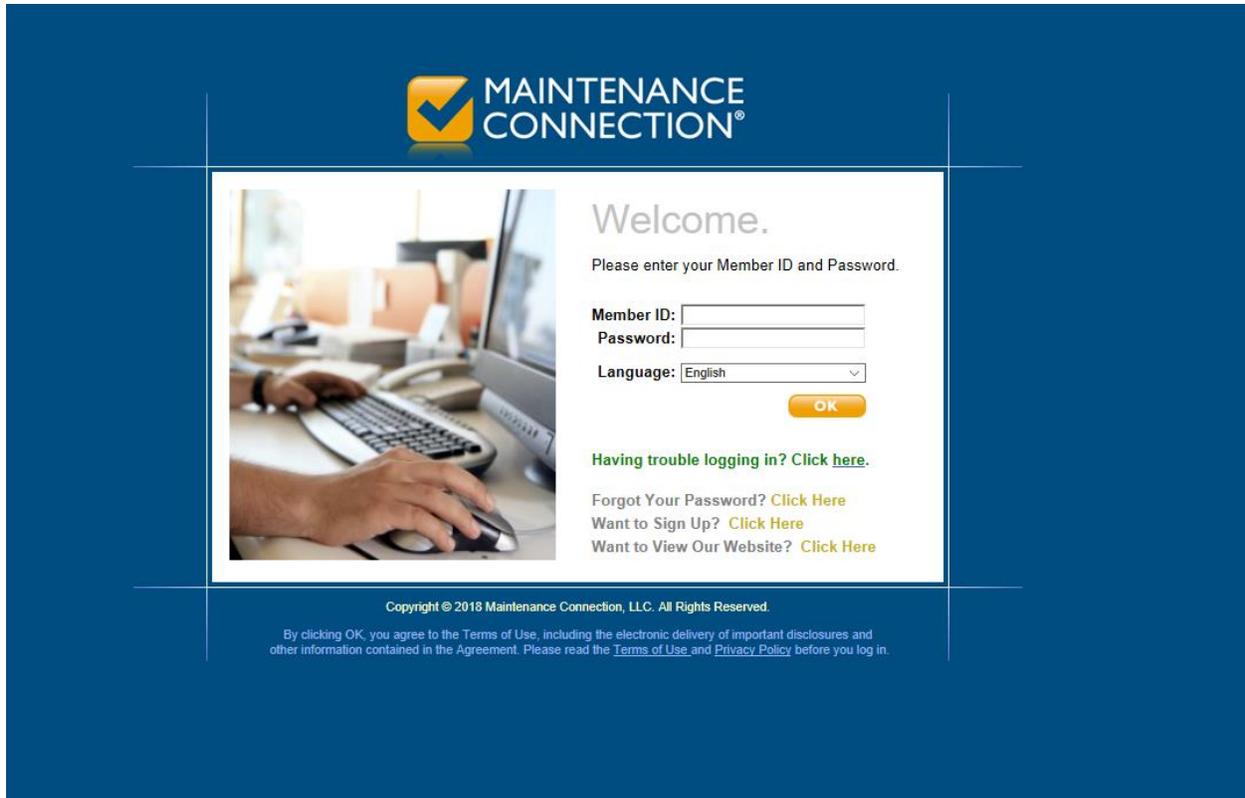


Go to log on page of “maintenance connection”.

https://www.maintenanceconnection.com/mcv18/online/mc_login.htm

Put in your ID and password, then click OK.



MAINTENANCE CONNECTION®

Welcome.

Please enter your Member ID and Password.

Member ID:

Password:

Language: English

Having trouble logging in? [Click here.](#)

Forgot Your Password? [Click Here](#)

Want to Sign Up? [Click Here](#)

Want to View Our Website? [Click Here](#)

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By clicking OK, you agree to the Terms of Use, including the electronic delivery of important disclosures and other information contained in the Agreement. Please read the [Terms of Use](#) and [Privacy Policy](#) before you log in.

You should be on the Service Requester page.

Click on "Submit Service Request".

 **Service Requester**
Bobby Lambert



Select an option:

- Welcome
- **Submit Service Request**
- Service Request Status
- Submit Feedback / Surveys
- Help
- Log-off

Welcome

Please select an option from the menu on the left. You can submit a Maintenance Request, check the status of a Maintenance Request, or access Customer Service. If you are having difficulties, please click on Frequently Asked Questions for Help or contact Lupe Plata at the number listed below.

To submit a Service Request: Click Submit Service Request, enter your personal information and select the location or asset from the drop down menu. *Locations/Assets is a required field.* If you do not find an applicable problem (in the problem drop down menu), or to add additional info, feel free to type in the open text box near the bottom.

Note: Verify your "Needed By" date is accurate before submitting your Service Request. This will help us make sure your work order is completed in a timely manner.

To check a request's status: Click Service Request Status. You can view the status along the right hand side of the list (examples: issued, on hold, closed, etc).

To submit a feed back/survey: Click Feed Back/Survey and complete the survey.

Important! Please remember to click **log off** when exiting.

**If you have any questions or concerns, feel free to contact Lupe Plata at 817-510. Our professional staff at General Services looks forward in serving you with all of your maintenance needs. Thank you, for using Maintenance Connection!

All your information will already be on the request, you just need to fill out a short description of the problem.

Select an option:

- Welcome
- **Submit Service Request**
- Service Request Status
- Submit Feedback / Surveys
- Help
- Log-off

Submit Service Request

Please fill out the form below. When you are finished, click the **Submit** button below (you may need to scroll the page down with your mouse). Click on a field name for more information.

Name:

Lambert, Bobby

Short Description:

EXAMPLE: Light out in office/ drain clogged

Clear

(Required)

Email:

blambert@chaarizona.com

Phone:

(928) 750-7990

Priority:

Normal

Needed By:

May

16th

2018

If possible, please specify the closest Location or Asset that relates to your request. [If you know the Location or Asset ID, click here.](#) (This is not required)

Click on Submit at bottom of page.

 [Yuma County](#)
 [Facilities](#)
 [410 S Maiden Ln Building](#)
 [410 Office Building \(FAC-410-Bld\)](#)
 [\(NW corner\) Community Health Associates](#)

More...(if needed)

Problem:

Select...



The last page will give you the request number and description of request. After you confirm everything, just log-off

Select an option:

- ▶ [Welcome](#)
- ▶ [Submit Service Request](#)
- ▶ [Service Request Status](#)
- ▶ [Submit Feedback / Surveys](#)
- ▶ [Help](#)
- ▶ [Log-off](#)

[Submit Service Request](#)

Your request was submitted successfully. You may review your service requests [here](#)

Request #:
128553

Type:
Service Request

Priority:
Normal

Requested Target Date:
Wednesday, May 16, 2018

Location / Asset:
(NW corner) Community Health Associates

Short Description:
EXAMPLE: Light out in office/ drain clogged



You will receive an email when your request is issued and when it is closed.

You can also log on and check the status of your service request.

Select an option:

- › [Welcome](#)
- › [Submit Service Request](#)
- › [Service Request Status](#)
- › [Submit Feedback / Surveys](#)
- › [Help](#)
- › [Log-off](#)

Welcome

Please select an option from the menu on the left. You can submit a Maintenance Request, check the status of a Maintenance Request, or access Customer Service. If you are having difficulties, please click on Frequently Asked Questions for Help or contact Lupe Plata at the number listed below.

To submit a Service Request: Click Submit Service Request, enter your personal information and select the location or asset from the drop down menu. *Locations/Assets is a required field.* If you do not find an applicable problem (in the problem drop down menu), or to add additional info, feel free to type in the open text box near the bottom.

Note: Verify your “Needed By” date is accurate before submitting your Service Request. This will help us make sure your work order is completed in a timely manner.

To check a request’s status: Click Service Request Status. You can view the status along the right hand side of the list (examples: issued, on hold, closed, etc).

To submit a feed back/survey: Click Feed Back/Survey and complete the survey.

Important! Please remember to click **log off** when exiting.

**If you have any questions or concerns, feel free to contact Lupe Plata at 817-510. Our professional staff at General Services looks forward in serving you with all of your maintenance needs. Thank you, for using Maintenance Connection!

After you click on here you can find out the status or outcome of closed service request.

If you ever having any issues with filling out a work request please feel free to email me.

John.parriett@yumacountyaz.gov