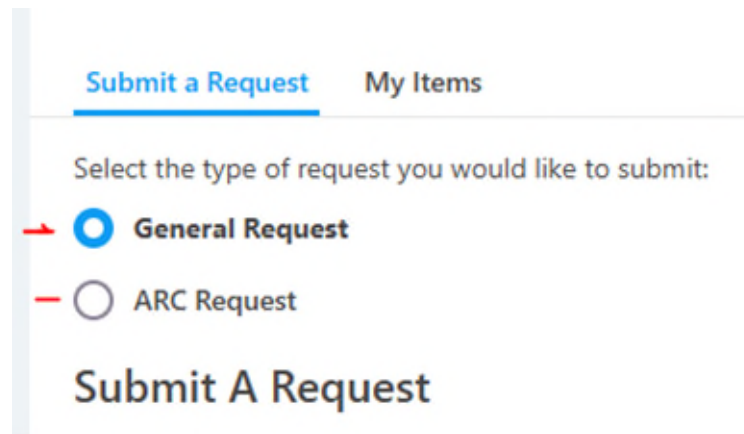


HOW TO SUBMIT REQUEST THROUGH VANTACA / RESIDENT PORTAL

1. Log in to Portal
2. Select “New Request”



3. Select request desired:
 - a. General: Billing, Fee Waiver, Payment Plan, Report Violation or General question
 - b. ARC: submitting modification documents for exterior of home



4. Complete entry form and Submit Form
 - a. Inquiry will go to respective departments based on submittal
 - b. Response will appear within 48hrs through resident portal
5. You can select MY ITEMS and view communications

