



HOW TO VIEW YOUR SERVICE REQUEST ACTIVITY

1. SELECT YOUR OPTION:

A. INPUT THE REQUEST NUMBER AND CLICK "SUBMIT" TO GENERATE THE REPORT.

B. FOR "MY SERVICE REQUESTS" AND "MY ACCOUNT", SELECT FROM THE PROVIDED TIME FRAMES OR ENTER YOUR SPECIFIC DATES. CLICK "SUBMIT" TO GENERATE THE REPORT.

C. ENTER ADDRESS THE SERVICE REQUEST WAS REQUESTED FOR AND CLICK "SUBMIT" TO GENERATE THE REPORT.

SHOW ACTIVITY FOR:

Request Number

My Service Requests

My Account

Address

SHOW ACTIVITY FOR:

Request Number

My Service Requests

My Account

Address

Last 3 Months from: 10/30/2024

to: 10/30/2024

My Account

Address

Street # Direction -- SELECT ONE --

Street Name *

Suffix -- SELECT ONE -- Sub-Designation

City * State * MARYLAND

ZIP Code

Last 3 Months from: 10/30/2024

to: 10/30/2024



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2. CLICK THE REQUEST NUMBER TO VIEW DETAILS.

The screenshot shows a table with columns: REQUEST NUMBER, DATE SUBMITTED, REQUEST TYPE, and STATUS. An 'EXPORT' button is in the top right. Red circles highlight the request number '1', a diamond icon in the DATE SUBMITTED header, and the 'Open' status. Red arrows point from the text instructions to these elements.

REQUEST NUMBER	DATE SUBMITTED	REQUEST TYPE	STATUS
1			Open

CLICK ANY OF THE  TO SORT THE ACTIVITY VIEW BY THAT COLUMN.

SERVICE REQUEST STATUS.

3. TO PRINT THE INFORMATION, CLICK "PRINT REQUEST".

The screenshot shows the details for 'SERVICE REQUEST NO. 1'. It includes a navigation bar with icons for home, currency, clock, and tools. The page title is 'Service Request' with account and address information. A table lists request details. A red arrow points from the text instruction to the 'PRINT REQUEST' button in the top right corner.

Service Request
ADDRESS: 175 MAIN ST PRINCE FREDERICK MD 20678 ACCOUNT: 0101200540-00

SERVICE REQUEST NO. 1	
Request Type	
Request Date	
Request Description	
Inspector Assigned	No
Request Completed	No
Resolution Date	
Resolution	N/A