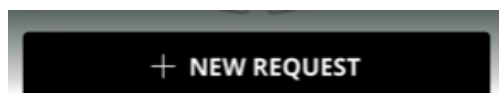
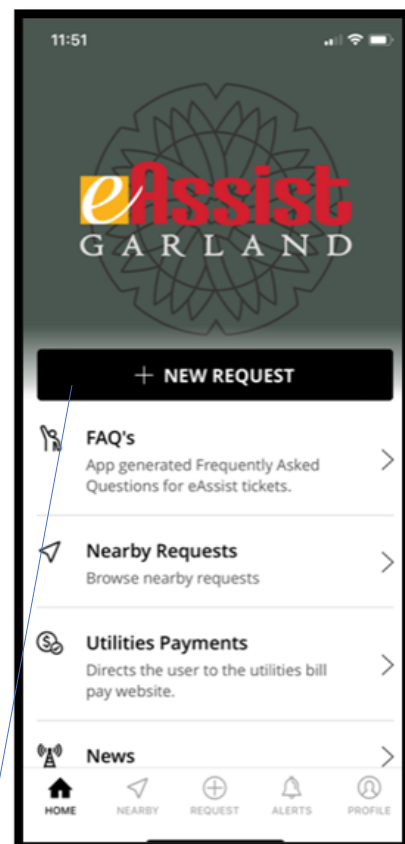
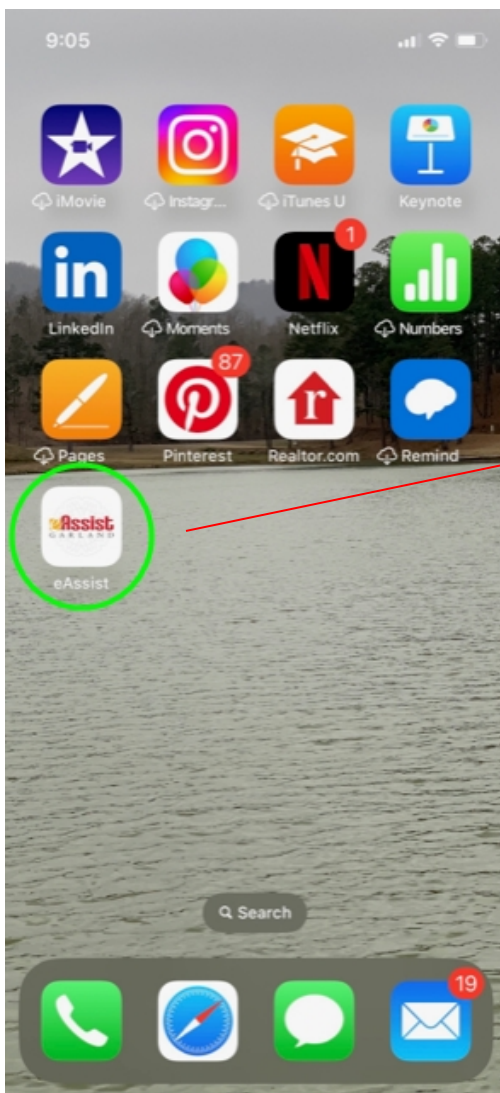




eAssist Instructional

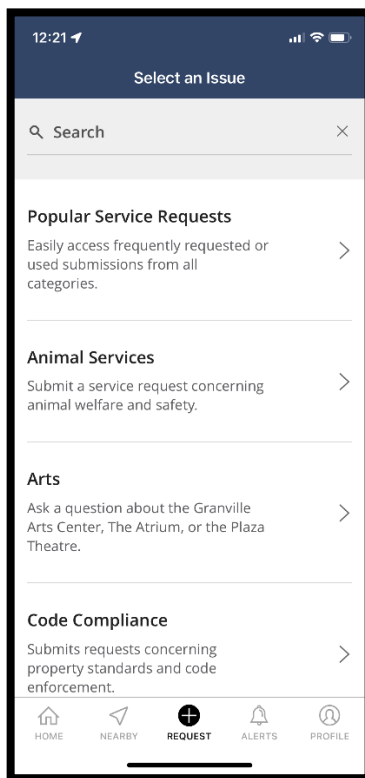
How to submit a request or concern through eAssist (Apple or Android)

1. Open the eAssist Garland app by simply clicking on the icon.



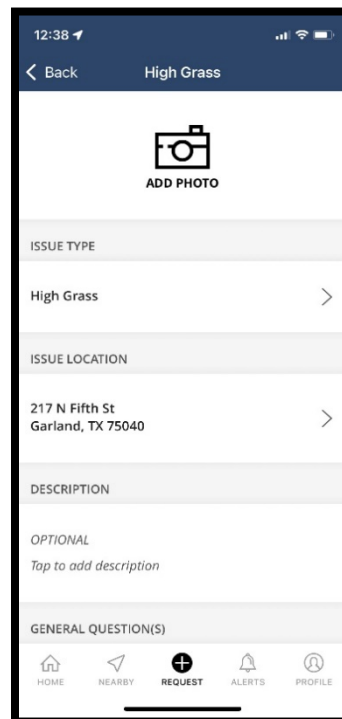
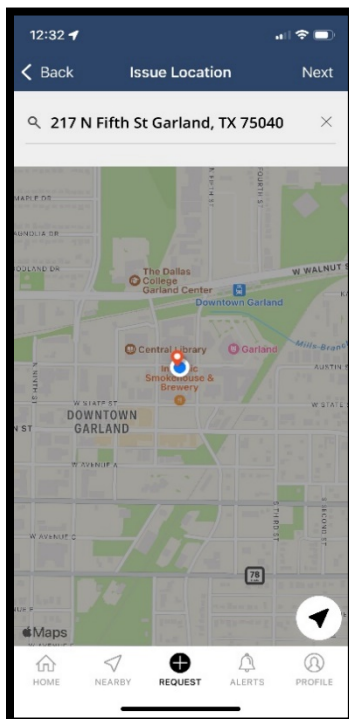
2. To submit a concern, click on icon.

3. Search or select the issue of concern.



You can choose from the most popular service requests or search a specific task by utilizing the search option (Ex. "Grass" will find "High Grass") ticket type.

4. Select the request type and notate the location of your concern. Select NEXT and enter any additional information that may be helpful to staff (including a photo).



SUBMIT REQUEST

5. Select the **SUBMIT REQUEST** button.

FOR ADDITIONAL HELP OR ASSISTANCE CALL 972-205-2671