How to Make a Service Request

Through the West Covina Report an Issue App

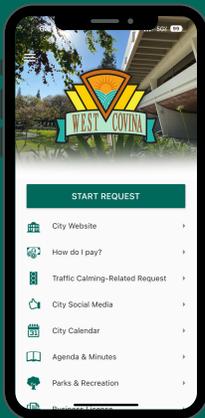**3** Select your topic or type in the topic issue.

1 Scan the QR code to download West Covina Report an Issue app.
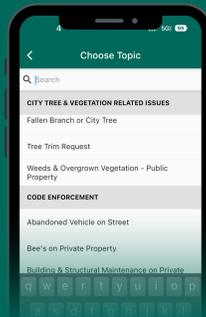
SCAN ME

Note: You must first register your account before you can create a Service Request to your mobile phone.
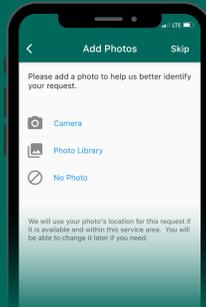
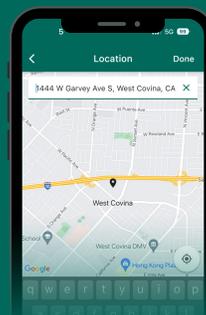**2** Tap on the "Start Request" button on the homescreen.
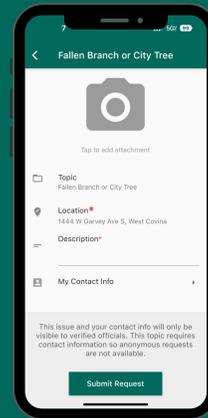
4 Take/Upload an image or skip.

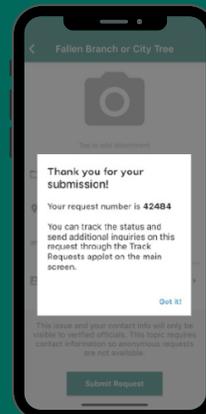**5** Input location.

6 Enter a description.

If you wish to change your contact info from that which is associated with your account, tap on My Contact Info and make the desired changes.

Tap on Submit Request to submit.

YOU ARE DONE!

You will be notified when the request is successfully submited. Your request will be assigned a number so that you may track it the West Covina Report an issue app.

Tap on "Got It!" to return to homescreen.

To report issues online, visit www.westcovina.org/reportissue