Using Forms on the User Portal

Need to communicate a special request to your parking provider? You're in the right place! If enabled, the Forms module in OPS-COM lets you easily submit requests for things like move-in/move-out assistance, special parking arrangements, event parking needs, and more. Let's get those requests rolling! 🚗

Quick Steps:

1. Log in to the **'User Portal'**.
2. Click **'Forms'** to see what's available.
3. Click **'Open Form'** to get started.
4. Fill out all the necessary information.
5. Click **'Submit'** to send it off.
6. Look for a green confirmation message on the page.
7. Keep an eye on your email for an approval update from your parking provider.

Step-by-Step Instructions:

1. Log in to the 'User Portal'.
2. Click on 'Forms'. This will take you to the 'Forms' page, where all available forms are listed.
3. Click the 'Open Form' button to open the form.
4. Complete the form as needed.
5. Once done, click the 'Submit' button. Your completed form will be sent to your parking provider.
6. After submission, the admin will receive a confirmation email. On the page, you will see a green confirmation message (as shown in the image below).

7. Once your form is approved, you will receive an email from your parking provider.

If you can't find a form for your specific request, don't hesitate to contact your parking provider directly!