

1. Requestor information – do not edit

This info is auto-populated based on your account. There is no need to edit as this helps us to keep all your requests together.

The screenshot shows the 'Create Engineering Request' form. It includes fields for Requester (JACK POOLY), Phone (789-999-0000), E-mail (JPOOLY@EMAIL.COM), and Company Name (J POOLS). Address, City, State (TX), and County fields are also present. A 'Reported Date' field is set to 7/1/20 3:03 PM. The 'Request Description' section has a 'Subdivision & Phase' field and a '811 Locate Ticket' field. Below this is a rich text editor for additional details. An 'Attachments' section shows a table with columns 'Document' and 'Description', and a '3' callout pointing to the table. At the bottom are 'Attach File' and 'Attach Web Page' buttons, and 'Submit' and 'Cancel' buttons.

2. Enter the location of the pool installation

The city and county fields will only accept locations that are in CoServ's service territory. If you are unsure, you can click the magnifying glass to see available options.

3. Attach required documents

Click 'Attach File' > then on the 'Create a File Attachment' pop-up box, click 'Select File' > browse your computer to select and open the file > click 'OK'. Repeat steps until all required attachments have been added.

4. Review for accuracy and submit

Ensure requester information has not been edited, address information is for pool location and all documents are attached.