

HOW TO FILE A WORK ORDER

A STEP-BY-STEP GUIDE



GET STARTED: LOG IN TO OWNER PORTAL

- 1 Navigate to <https://montagerg.com/>
- 2 Begin by visiting [www.montagerg.com](https://montagerg.com/) and selecting the "Homeowner Login" link on the Home page. Then, click on "Log into your Account" to proceed.



NEED HELP?

Community Manager (MRG)

(470) 545-4781

csn@mrgram.com

3 ACCESS WORK ORDERS



To create a new Work Order that falls under the Association's responsibility, click on "Work Orders."

4 ADD WORK ORDER



Click "Add Work Order"

5 PROVIDE DETAILS



Please provide as much information as possible, including any pictures or files related to the maintenance work order you are submitting.

6 REVIEW OPEN WORK



Click "Details" to review an Open Work where additional comments may be added.

Test Homeowners Association, Inc.

- Dashboard
- Account Info
- My Announcements
- Directory
- Communication
- Documents
- FAQs
- ACC Request
- Violations
- Work Orders
- Make a Payment

Work Orders

There are currently no work orders.

Search...

Showing 0 to 0 of 0 entries

Test Homeowners Association, Inc.

Work Orders

Add Work Order

Search...

Showing 0 to 0 of 0 entries

Add Work Order

Location / Property * 123 Lofts

Category * Community Grounds

Please describe the issue * Street light out in front of building

Attachments Choose Files photo.jpg

Submit

Work Orders

Add Work Order

Search...

Show 10 entries

WO #	Date	Location / Property	Status	Action
1002	05/01/2024	123 Lofts	Open	Details

Showing 1 to 1 of 1 entries

Previous 1 Next

7 ADD COMMENT



Click "Add Comment" to provide additional information on this Work Order.

Work Order #1002

Location / Property: 123 Lofts
Category: Community Grounds
Issue: Street light out in front of building
Status: Open
Date Created: 05/01/2024

Comments

No comments yet.

Add Comment

8 SUBMIT



Before clicking "Submit," please review all the information you have provided.

Add Comment

Your Comment *

It's the light closest to the main gate.
Comes on at dusk.

Submit

Cancel



Your Work Order has been submitted and will be reviewed by our team. You will receive updates as the status changes.

Work Orders

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