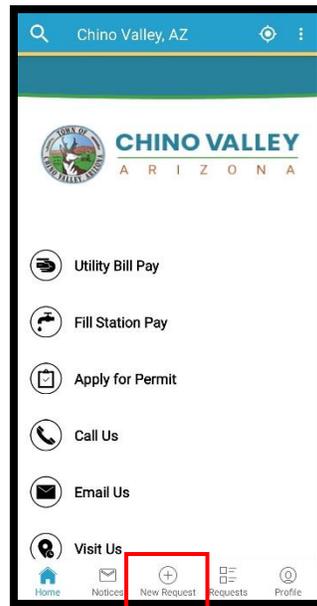


Chino Valley Connected – Submitting A New Request

The following instructions were created using screenshots from the Android app. While the process will be the same between iPhone and Android, graphics might vary.

- 1. Download and open the free Chino Valley Connected app from the iPhone or Android app store.**
 - Tap the +New Request button.

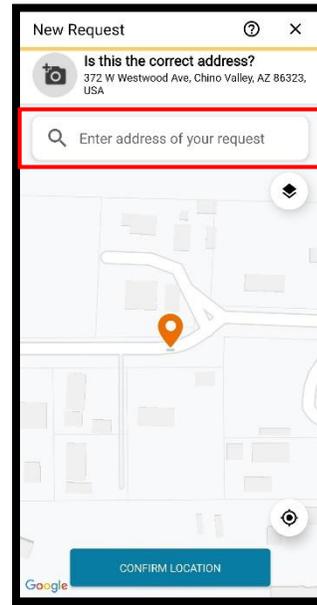
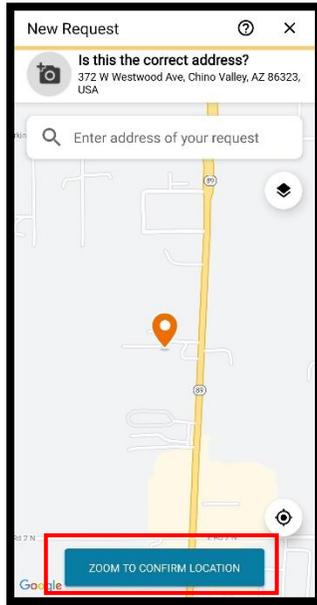


- 2. Enter the location of the concern.**

**Note GPS will attempt to find your current location. (Navigation Services must be turned on)*

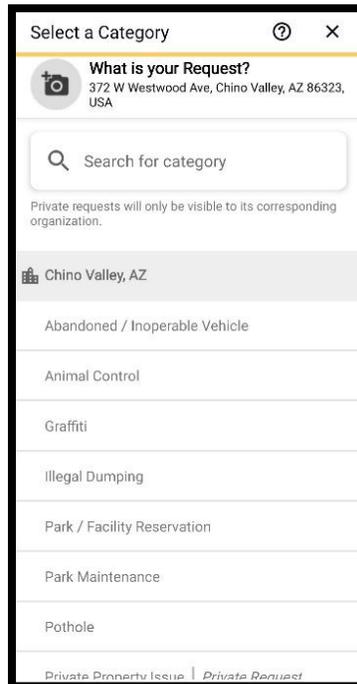
- Drag and drop the PIN on the map or enter the address in the top search bar.
- Zoom in on the map to drop your pin at the exact location

- Confirm the selected location is correct



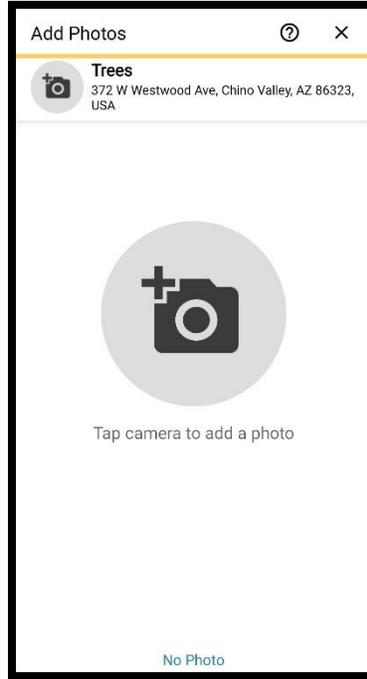
3. A list of common categories will appear.

- Select the most appropriate issue from the list.

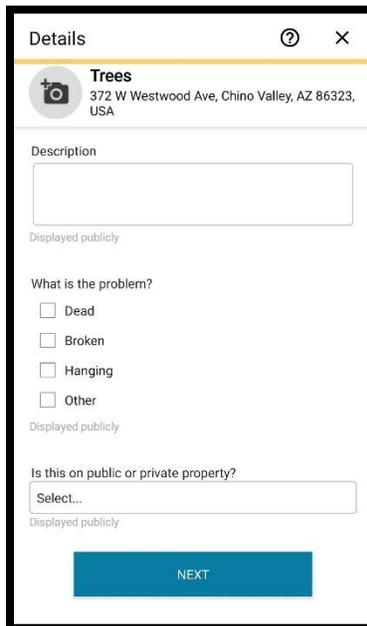


4. Take a photo. If you do not have a photo to provide, or cannot take one, tap No Photo

- Adding a photo is helpful to Town Staff. In many cases, it may save them a trip to investigate the issue to determine which resources are needed to resolve it.

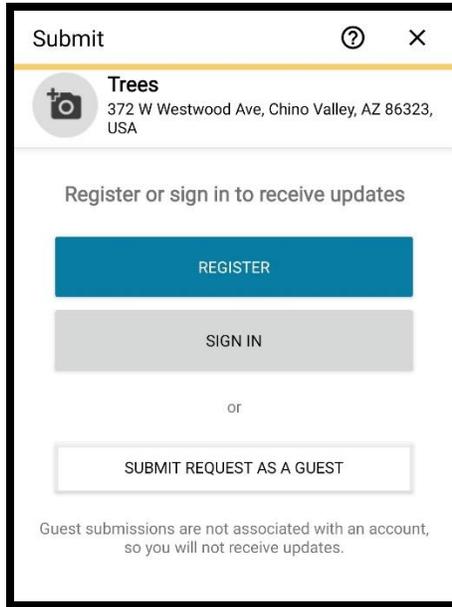


5. Answer some basic questions / provide a description of the concern



6. Register, sign in, or submit the request as a guest.

- To submit the request “anonymously”, click “hide my identity”



Once you’ve finished filling out all the required information, tap Submit. (located on the top right of the page).

The report will then be documented in Chino Valley Connected, shown on the public map and automatically forwarded to the appropriate Town Department. Note: Code enforcement issues will not be shown publicly.