

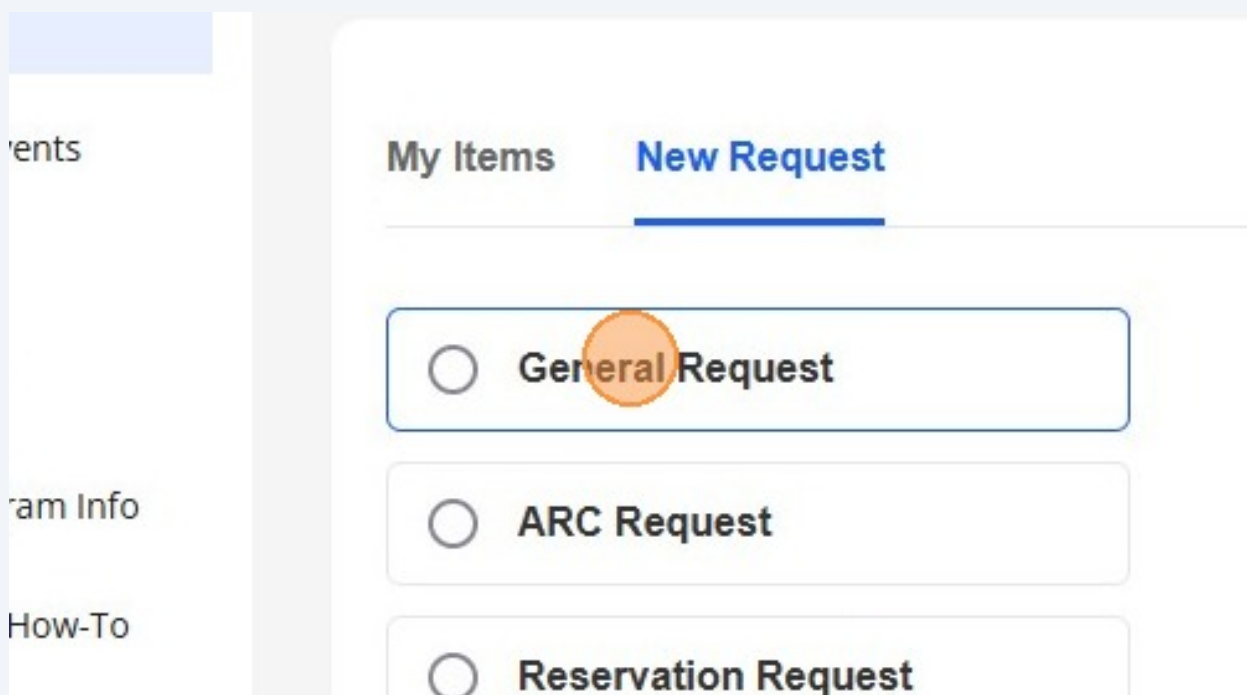
Submit a General Question Request on Ghertner Portal

Learn how to submit a general question request through the Ghertner portal. This guide will walk you through the steps to ensure your question is sent to the correct department for a prompt response.

1 Navigate to <https://portal.ghertner.com/dashboard>


2 Click "Requests"

3 Click "General Request"



4 Click "(Choose a Request Type)"

Choose a Type of Request

(Choose a Request Type) 

Subject

Subject line

Please provide a detailed description of your request

Type your message here...

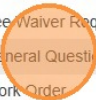
Attachments & Documents

Select files...

5 Click "General Question"

Choose a Type of Request

(Choose a Request Type)

- (Choose a Request Type)
- Amenity Reservation Request
- Billing Question
- Fee Waiver Request
- General Question** 
- Work Order

Attachments & Documents

Select files...

6 Click the "Subject line" field.

The screenshot shows a web form with the following elements:

- Choose a Type of Request:** A dropdown menu with "General Question" selected.
- Subject:** A text input field containing "Subject line", which is circled in orange.
- Please provide a detailed description of your request:** A large text area with the placeholder text "Type your message here...".
- Attachments & Documents:** A section containing a "Select files..." button.
- Submit:** A blue button at the bottom.

DRESS!

7 Click the "Type your message here..." field.

The screenshot shows a web form with the following elements:

- Address: "Presidential Valley - 1877 Pennsylvania Ave Unit 320 - 999T10016"
- Choose a Type of Request:** A dropdown menu with "General Question" selected.
- Subject:** A text input field containing "Subject Line".
- Please provide a detailed description of your request:** A large text area with the placeholder text "Type your message here...", which is circled in orange.
- Attachments & Documents:** A section containing a "Select files..." button.
- Submit:** A blue button at the bottom.

8 Click "Select files..."

General Question

Subject

Subject Line

Please provide a detailed description of your request

Type your message here...

Attachments & Documents

Select files...

Submit

CONFIRM ADDRESS!

9 Click "Submit"

Subject Line

Please provide a detailed description of your request

Type your message here...

Attachments & Documents

Select files...

Submit

CONFIRM ADDRESS!

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