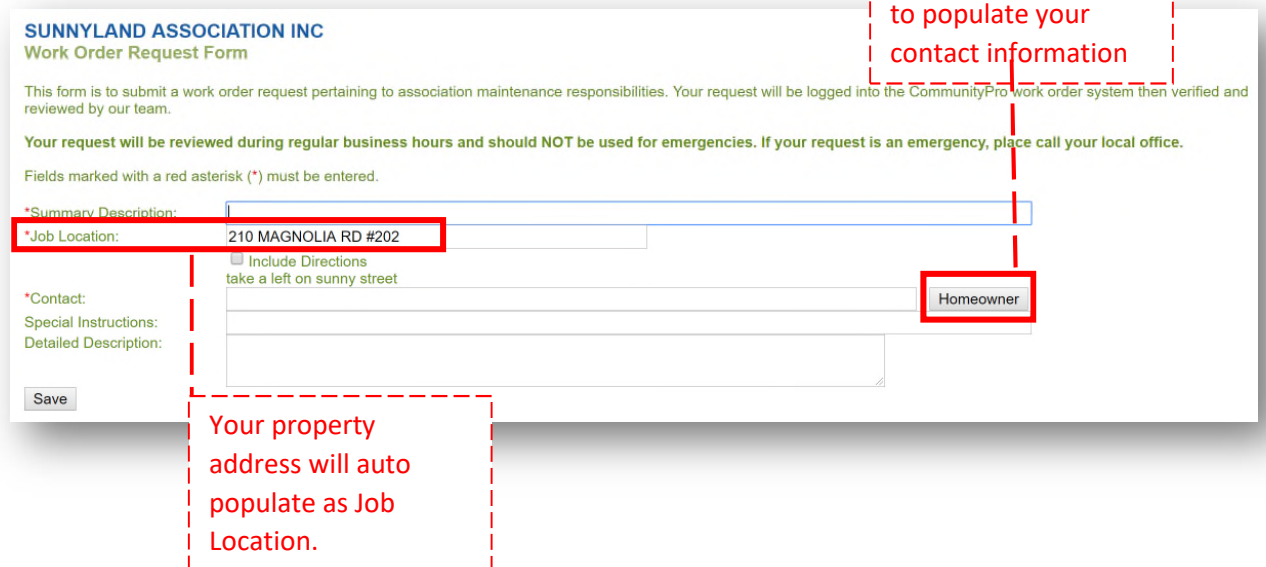


1. Log into CommunityPro® PORTAL
  - a. From Sentry Management’s website [www.sentrymgt.com](http://www.sentrymgt.com)
  - b. Select “My Account” from the top ribbon – If you do not have an account please register
2. Once logged into your Association’s CommunityPro® PORTAL
  - a. Select the link for “Work Order Request” on the left tool bar.



3. Fill-in the required fields



**SUNNYLAND ASSOCIATION INC**  
**Work Order Request Form**

This form is to submit a work order request pertaining to association maintenance responsibilities. Your request will be logged into the CommunityPro work order system then verified and reviewed by our team.

Your request will be reviewed during regular business hours and should NOT be used for emergencies. If your request is an emergency, place call your local office.

Fields marked with a red asterisk (\*) must be entered.

\*Summary Description:

\*Job Location:

Include Directions  
take a left on sunny street

\*Contact:

Special Instructions:

Detailed Description:

Save

Select the Homeowner button to populate your contact information

Your property address will auto populate as Job Location.

4. Select “Save”
  - a. Once Saved you and your Community Manager will receive a confirmation email from [donotreply@sentrymgt.com](mailto:donotreply@sentrymgt.com) to the email address registered to your CommunityPro® PORTAL account.