### Montecito CDD

### How to Submit a Maintenance Request

Visit <u>www.MontecitoCDD.org</u>

On the landing page, click on "Report a CDD Issue"



This will take you to the Vesta Log in where you will either Log On or need to complete a one time Registration process.

LOGIN	
Email address	
Password	
Forgot Password?	Need to Register
LO	GIN

#### You will select the term which best describes you:

## **New User Registration**

Vesta Vantage Pro makes it easy and safe for you to receive and share important information with your Association board, management company and neighbors. To join your community on Vesta Vantage Pro, please fill out the form below.

Association: Montecito CDD I am an owner I am a new owner I am a renter

#### Enter your First and Last name and click Continue:

# **New User Registration**

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Association: Montecito CDD	
First Name 🕕	
Last Name 🔋	
	Continue

The website will guide you through the Verification process by confirming your identity and sending you an email verification.

Once this is completed, you will select your password and log on credentials.

You will then enter the Homeowner Landing page shown below:

V	
Montecito	CDD
Montecito CDD Show Admin View FOR RESIDENTS	All Posts + Add Post DISTRICT NEWS Montecito CDD Community Manager (Denisse Grimm)
Community Feed Online Forms Reservations	Montecito CDD - Fountains

To enter a maintenance request, Click on "Online Forms" this will take you to a link "Submit a Maintenance Request".

V	
Montecito CDD	Online Forms Maintenance Request Online Forms
Show Admin View	Submit a Maintenance Request
FOR RESIDENTS	
Community Feed	
Online Forms	
Reservations	

You will then enter the information regarding the maintenance needed.

Please add pictures, as they assist in determining the location and item needing repaired.

Name *	
Property Address *	
Contact Phone Number	
Contact Email Address	
Area Needing Maintenance *	
Please describe the work that is needed *	

Once your ticket has been submitted, you will receive a confirmation email and follow up emails informing you of the status of your ticket.