



## Submitting a Request to MyAugusta 311

1

Start by clicking the  in the middle of the bottom navigation menu.

2

Add a photo to your request.

*This is highly recommended because it'll help our technicians identify the exact location of the issue.*

3

Enter the address of the issue or select the location finder on the bottom right.

*For best results, allow the app to use your location. Otherwise, please include the ZIP code.*

4

Start typing in the search bar to find a request category that fits your issue. If unknown, select “General Information Request” and we’ll assist!

5

Add a description, review notes or messages, and answer any additional questions we've added to help resolve the issue.