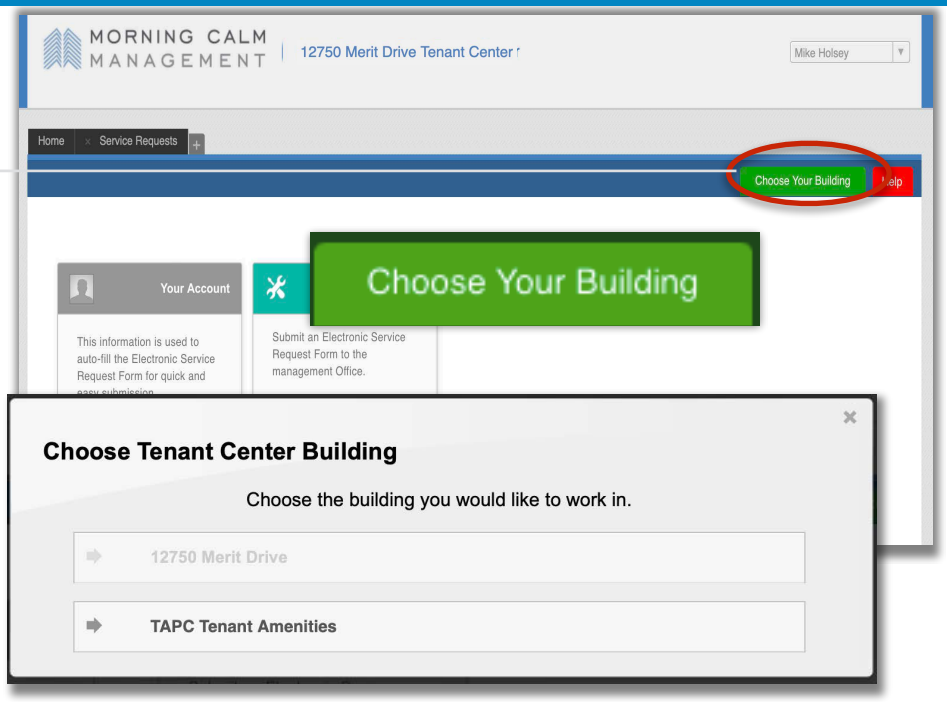
## Choosing Your Location

We have updated the Tenant Center to reflect the physical addr ess of your office space. You will still enter your Service Request the same way but now to access the Reservations app click the green “Choose Your Building” tab and select TAPC Tenant Amenities Reservations. You will then see the Reservations application where you will be able to view and submit reservations requests the same way you did previously.




## Support

## Help Center

Log in to your Tenant Center on the desktop. Make sure to click on the RED help button, and choose from categories listed on right.

## Contact Your Property Management Team

If you have additional questions or are having any issues accessing the Tenant Center, please contact your property management team.

# Manage Applications: Reservations

## Reservations

Submit and manage reservation requests. All requests are immediately delivered to Property Management for review and action.

**Two Options:** Place requests through the mobile app or your desktop!

## Access (Click Here)

Once you've entered the Tenant Center, the Reservations Application™ is accessed from the home screen - either directly from the application display box or from the dropdown menu.

## Submitting a Reservation

**Step 1:** Choose "Select" next to the amenity you would like to reserve. A reservation form will appear requesting specific information about your request.

**Step 2:** Enter your contact information and all meeting details, such as the set up needs, catering details, attendees list and email reminder notification. You will have options to add special needs, requests as well as any attachments, if needed.

## Billable Items

If your reservation request requires additional charges not covered under your company's lease agreement you may receive an email asking that you log in to the Tenant Center and approve or decline the charges.

## Reservation Calendar

From the home screen, select the "View Calendar" link from the Application Display Box or from the Reservations dropdown menu. The current month's calendar, shown below, will appear displaying your current reservations (green), rooms that have reservations (blue) and any unavailable conference room times (red).

## Your Reservations

Reservations placed will display under Your reservations option. All reservations can be searched by simple text and/or filtered by the options available.

