

**Morenci Townsite Maintenance Department** 

Dear Tenants,

We would like to announce the availability of Maintenance Connection for submitting maintenance request electronically. Please follow the instructions below to get connected:

- 1. In your web browser, navigate to <u>https://website.maintenanceconnection.com</u>
- 2. Click on the "LOG IN" tab.

WATCH DEMO	FREE TRIAL	REQUEST INFO	LOGIN	

3. Click on the "Want to Sign Up?" link at the bottom of the page



4. Specify "I am not a member of Maintenance Connection." Then click the OK button.

Sign Up		
	⊮⊃ Cancel	
By signing up to use the Maintenance Connection or simply requesting informa first important step toward ensuring your Company / Organization's assets are	tion, you are taking the well maintained.	
Please select an option below:		
I am NOT a Member of the Maintenance Connection.		
○ I am an existing Member of the Maintenance Connection.		
Member Name: Password:		
ОК		
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5. When Prompted for a connection key, enter: freeport

ng the first important step toward ensuring
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y to <u>sign up</u> with an existing Company / blished.

6. Fill out the member profile information page, and click the OK button

Sigii Op	
	+ Back + Gancel
We need to gather some information from you to complete your Mem following questions below. Where you see an * indicates you must pr item.	ber account. Please answer the rovide information for that particular
Profile Info	
*First Name:	
Middle Initial:	
"Lost Name:	
*Email Address:	
*Language:	×
Member ID / Password Info	
Choose a Password:	
Retype the Password:	
If you forget your Password we will ask you	the following:
*Choose a Question: What is your Mother's maiden	name?
*Answer to your Question:	
Repair Center Info	
*Specify your Repair Center: FMI Admin	×
Terms of Use	
I have read and accept the terms of use. (see below)	
OK	

- 7. Once you finish the signup process, you will receive an email stating that you need approval.
- 8. You will receive an email when your new account is approved and you can then begin submitting maintenance request electronically.
- 9. When submitting maintenance request electronically, if pictures are available please submit them under the documents tab.

For questions/issues please contact the Morenci Housing Office

## Morenci Housing Office | 928.865.3681

Location 889 Reservation Road (Former Modoc Training Center)

Hours | Monday – Friday: 7:45 a.m. – 4:15 p.m. | Closed for Lunch: Noon - 1 p.m.

After Hours Emergency Number | 928.865.7931