# Registering a maintenance request via MYBOS on a computer

To create a maintenance request via MYBOS, you will need to have a login and password created first by the Building Manager. Once you have this created and provided to you, you are now ready to create a maintenance request.

To create a maintenance request:

1. Open your internet browser from your computer (i.e. Google Chrome, Safari, Microsoft Edge, etc) and type into the address bar: https://login.mybos.com

2. Once you have type in the website address, you will see the following:
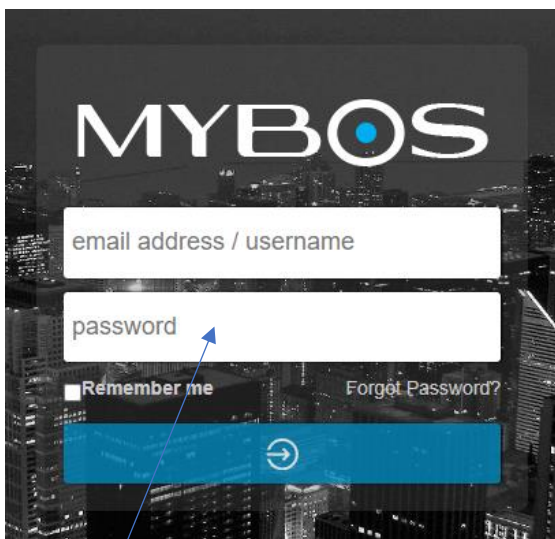
3. Type in your login credentials.

4. Once you have successfully logged into MYBOS, you will see the following, which is the **Home** screen:
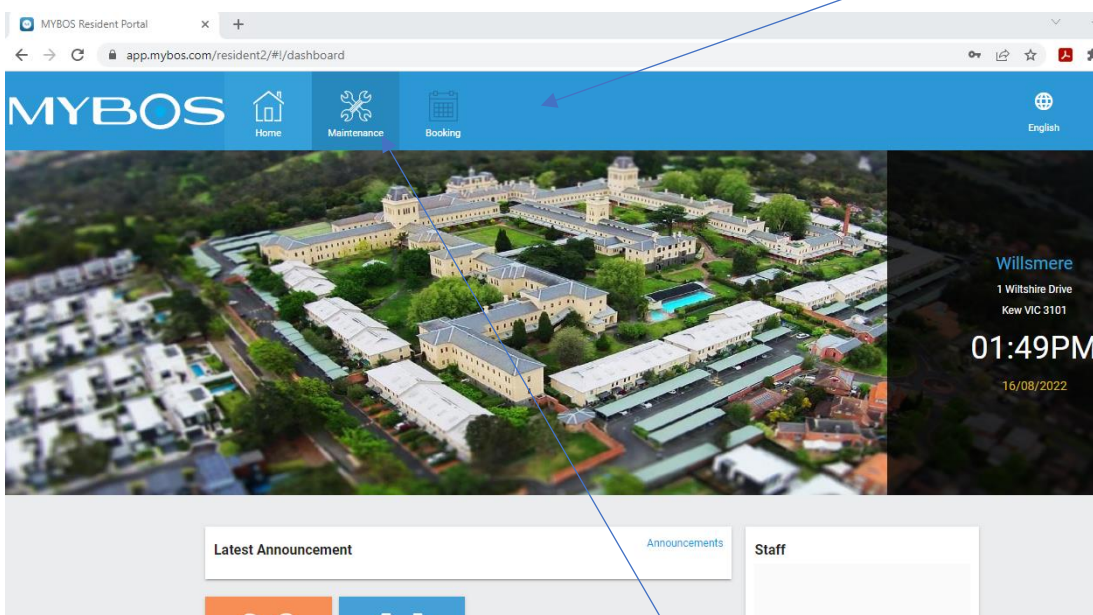

5. To create a new maintenance request, click on the **Maintenance** button located at the top of the screen.

6. The following screen will appear (see below). This will display all your maintenance request that have been previously registered:
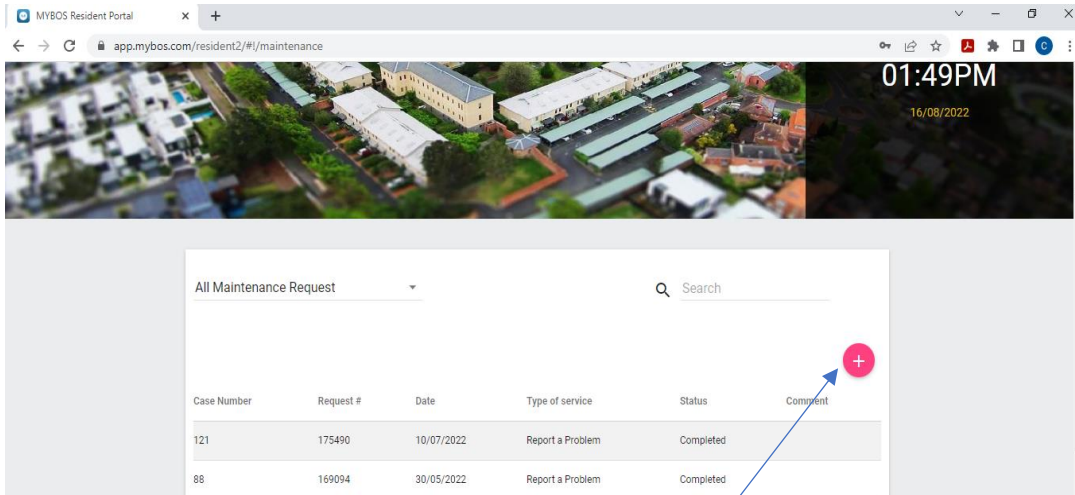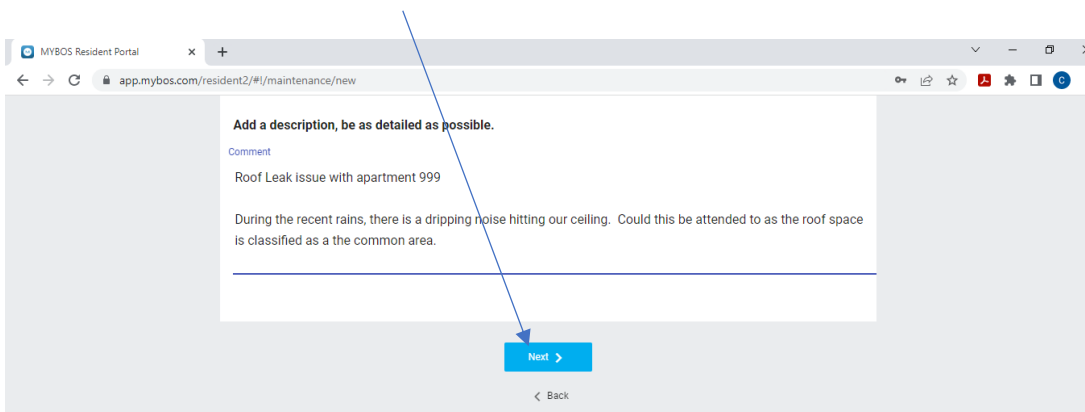

7. To create a new maintenance request, click on the **Add** button located near the top right section.

8. The following window will appear:
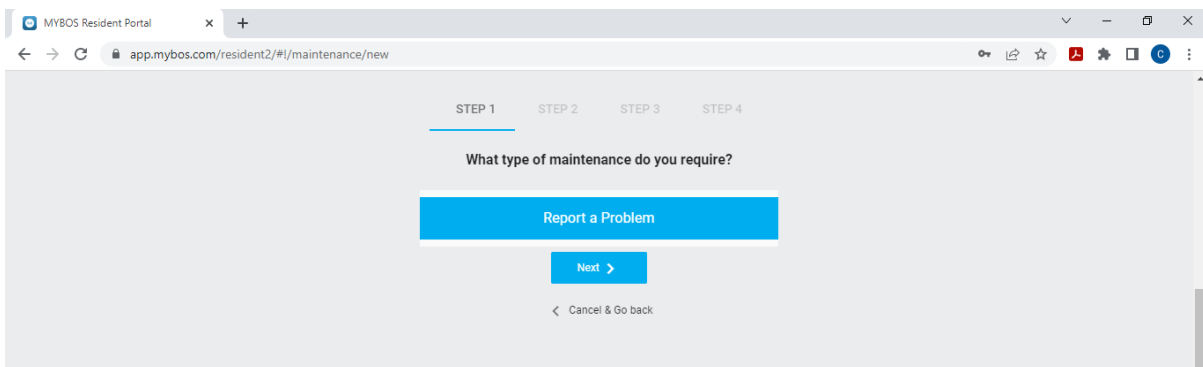
9. Click on the option **Report a Problem** and then click on the **Next** button.

10. The next screen will appear below. This is where you enter the information you require for the maintenance request. Then click on the **Next** button to proceed.
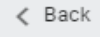
11. The next window will allow you to add images/photos to help assist with the Building Manager understanding your maintenance request. You can click on the **Add** ➕ button to insert images saved from your computer. This section is optional and can be ignored by clicking on the **Next** Next › button to proceed.
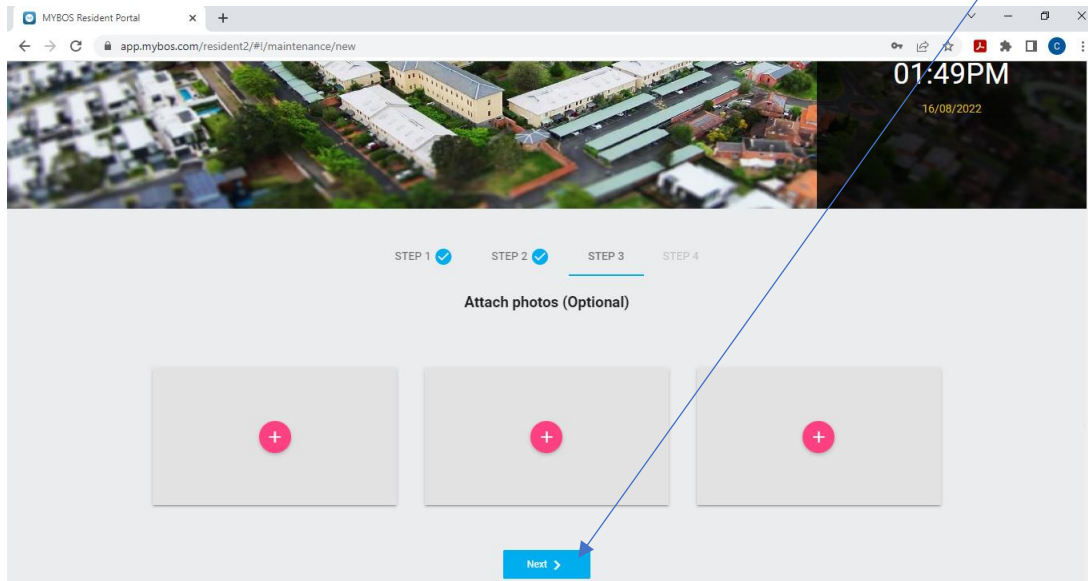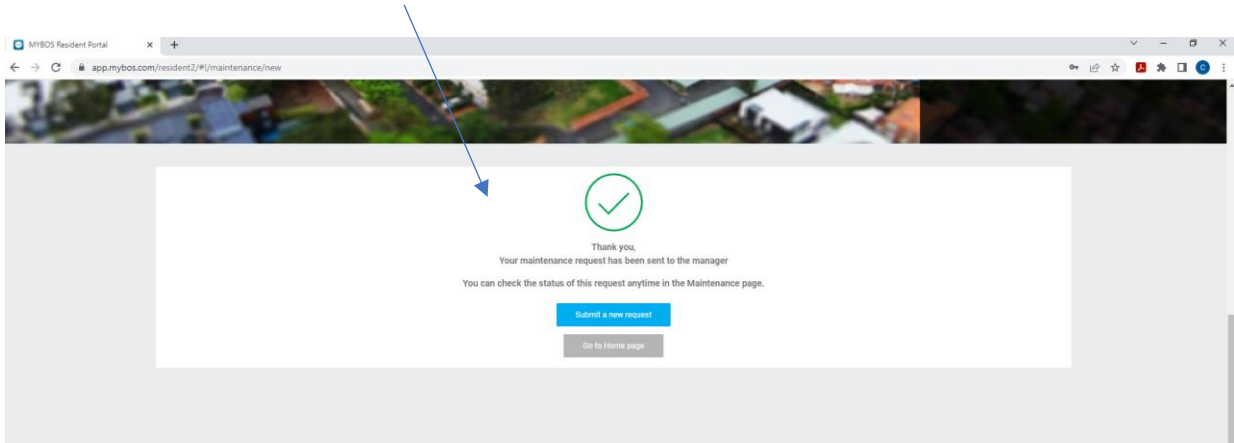

12. MYBOS will now summarise your maintenance request.
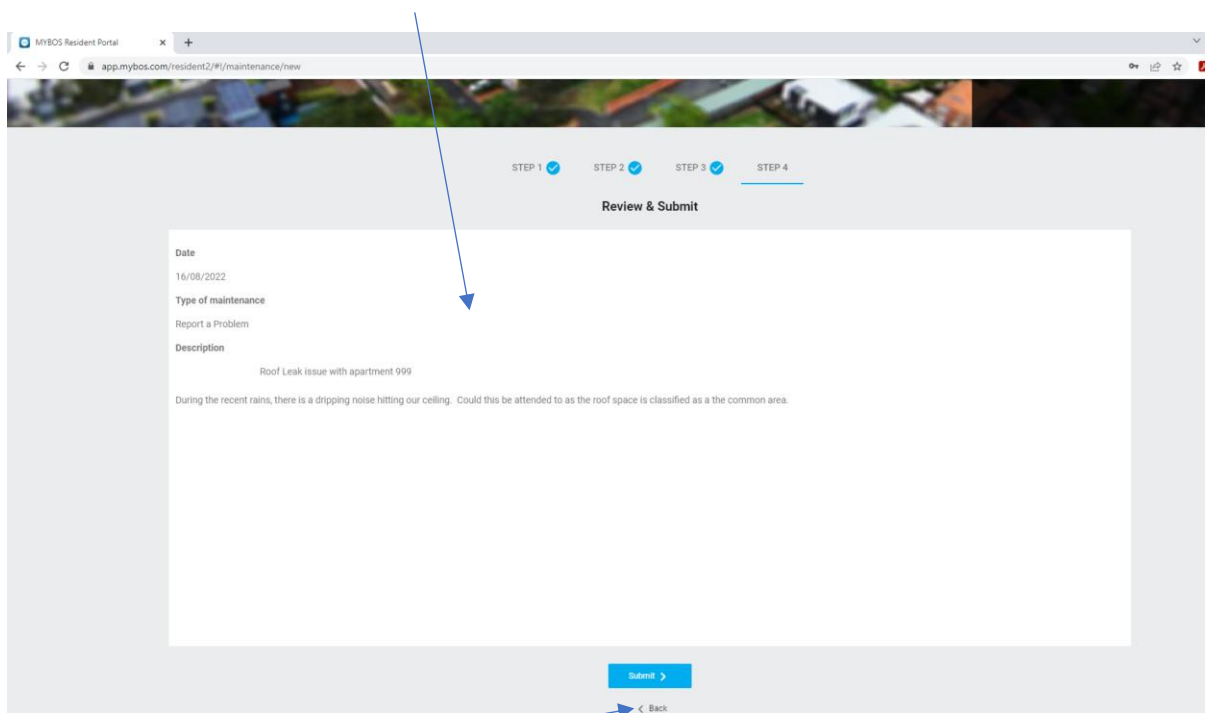
13. You can click on the **Back** ‹ Back button to modify any of the previous steps. Once you have satisfied with your request, click on the **Submit** Submit › button to complete.

14. MYBOS will display the screen below that the maintenance request has been submitted.

15. You will also receive an email to notify you that the maintenance request has been submitted successfully.

16. And when you return back to the Maintenance section, your new request will appear as a status of "Pending".