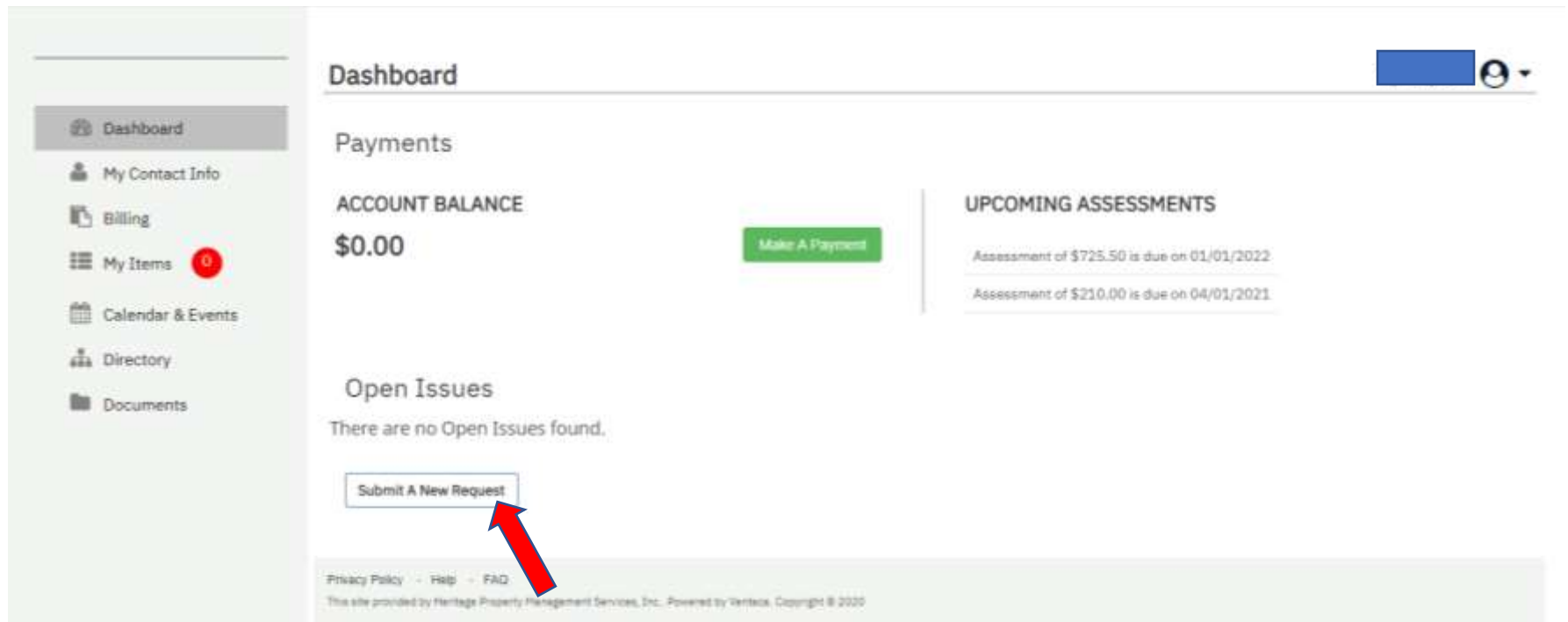


HOW TO SUBMIT AN ARC REQUEST THROUGH VANTACA (2.2021)

Sign in to Vantaca. Click on Submit a New Request.



The screenshot displays the Vantaca dashboard interface. On the left is a navigation sidebar with the following items: Dashboard (selected), My Contact Info, Billing, My Items (with a red notification badge), Calendar & Events, Directory, and Documents. The main content area is titled 'Dashboard' and includes a user profile icon in the top right corner. Below the title, there are three main sections: 'Payments' showing an 'ACCOUNT BALANCE' of '\$0.00' with a green 'Make A Payment' button; 'UPCOMING ASSESSMENTS' listing two due dates: 'Assessment of \$725.50 is due on 01/01/2022' and 'Assessment of \$210.00 is due on 04/01/2021'; and 'Open Issues' which states 'There are no Open Issues found.' Below the 'Open Issues' section is a button labeled 'Submit A New Request', which is highlighted with a red arrow. At the bottom of the page, there is a footer with links for 'Privacy Policy', 'Help', and 'FAQ', and a copyright notice: 'This site provided by Heritage Property Management Services, Inc. Powered by Vantaca. Copyright © 2020'.

On the next screen - Click on ARC request.

The screenshot displays a user interface for a web application. On the left is a vertical navigation menu with the following items: Dashboard, My Contact Info, Billing, My Items (highlighted with a red notification badge), Calendar & Events, Directory, and Documents. The main content area is titled 'My Items' and features a sub-header 'Submit a Request'. Below this, a prompt asks the user to 'Select the type of request you would like to submit:'. Two buttons are provided: 'General Request' and 'ARC Request'. An orange arrow points to the 'ARC Request' button. At the bottom of the page, there is a footer with links for 'Privacy Policy', 'Help', and 'FAQ', and a copyright notice: 'This site provided by Heritage Property Management Services. Powered by Webtek. Copyright © 2022'. A blue user profile icon is visible in the top right corner.

On this page you will click on AREA of work and choose the appropriate topic. If you do not see an area that fits your proposed project, choose exterior modification.

Provide details in the field (Work to be done). Submit your estimated project start date (no sooner than the day after next ARC meeting)

Click on Select files and upload up to 25mb of forms, pictures, drawings, etc.

Click on Submit form. (The basic information needed for each type of project is listed on the “ARC request form submittal requirements”)

The screenshot shows a web interface titled "My Items" with a navigation sidebar on the left. The sidebar includes links for Dashboard, My Contact Info, Billing, My Items (highlighted with a red notification badge), Calendar & Events, Directory, and Documents. The main content area is titled "My Items" and "Submit a Request". It features a dropdown menu to select the type of request, with "ARC Request" selected. Below this, there are two PDF attachments: "ARC Approval Request Form 8 2019.pdf" and "ARC request form submittal requirements.pdf". The form includes fields for "Property" (a dropdown menu), "Area of work" (a dropdown menu with the text "(Choose an item)"), "Subject" (a text input field), and "Work to be done" (a large text area). There are also two date pickers for "Estimated Project Start Date" and "Estimated Project End Date". At the bottom, there is a "Select Files..." button with an orange arrow pointing to it, and a green "Submit Form" button.