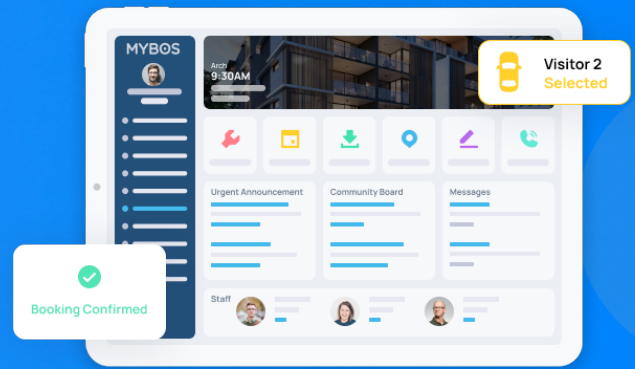


# MYBOS

## RESIDENT APP OVERVIEW



MYBOS provides a complimentary resident application to manage amenities, maintenance requests, key contact details and building updates.

### HOW TO ACCESS THE RESIDENT APP

Residents can access the MYBOS Resident App by following the steps below:

1. Search for **MYBOS Resident App v4** in the Apple Store or Google Play and follow the prompts to install. Alternatively scan the below QR code.

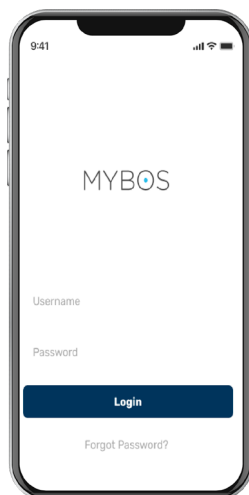
iOS



Android

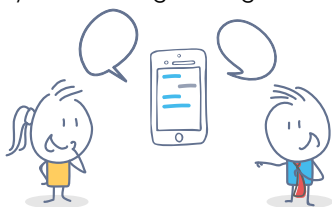


2. You will receive an email with your username and password. **Use these details to log in.**
3. From there, you will gain access to the MYBOS Resident App.
4. Contact your Building Manager if you are having any issues logging in.




### NEED ASSISTANCE?

If you require assistance or have questions relating to the MYBOS Resident App, please contact your Building Manager.




### MAINTENANCE REQUEST

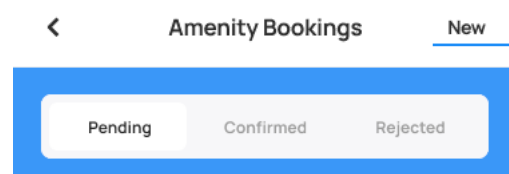
Residents can submit a maintenance request via the app. Below is a step-by-step guide on how to do so.

1. Open the **MYBOS Resident App** on your mobile device.
2. Select **Maintenance Requests**. 
3. Click on **New** in the top right corner.
4. Select the **type of maintenance request** that you would like to submit.
5. Enter the details of the request, **add a description** and select next when completed.
6. Attach or take a **photo**.
7. Submit your maintenance request.

### AMENITY BOOKINGS

Residents can reserve all bookable amenities via the app. Below is a step-by-step guide on how to do so.

1. Open the **MYBOS Resident App** on your mobile device
2. Select **amenity** on the home screen. 
3. Click the **New** in the top right corner. Note that existing bookings will also display on this screen.



4. Select the **amenity** that you would like to book
5. Select an **available date and timeslot** (greyed out dates are not available)
6. Click Book Now.
7. Accept the terms and conditions.
8. Review your booking and click **Book Now**
9. After submitting your booking you will receive a notification and once approved it will appear **in your app under 'Amenity Booking'**. An email will be sent to you confirming your booking.