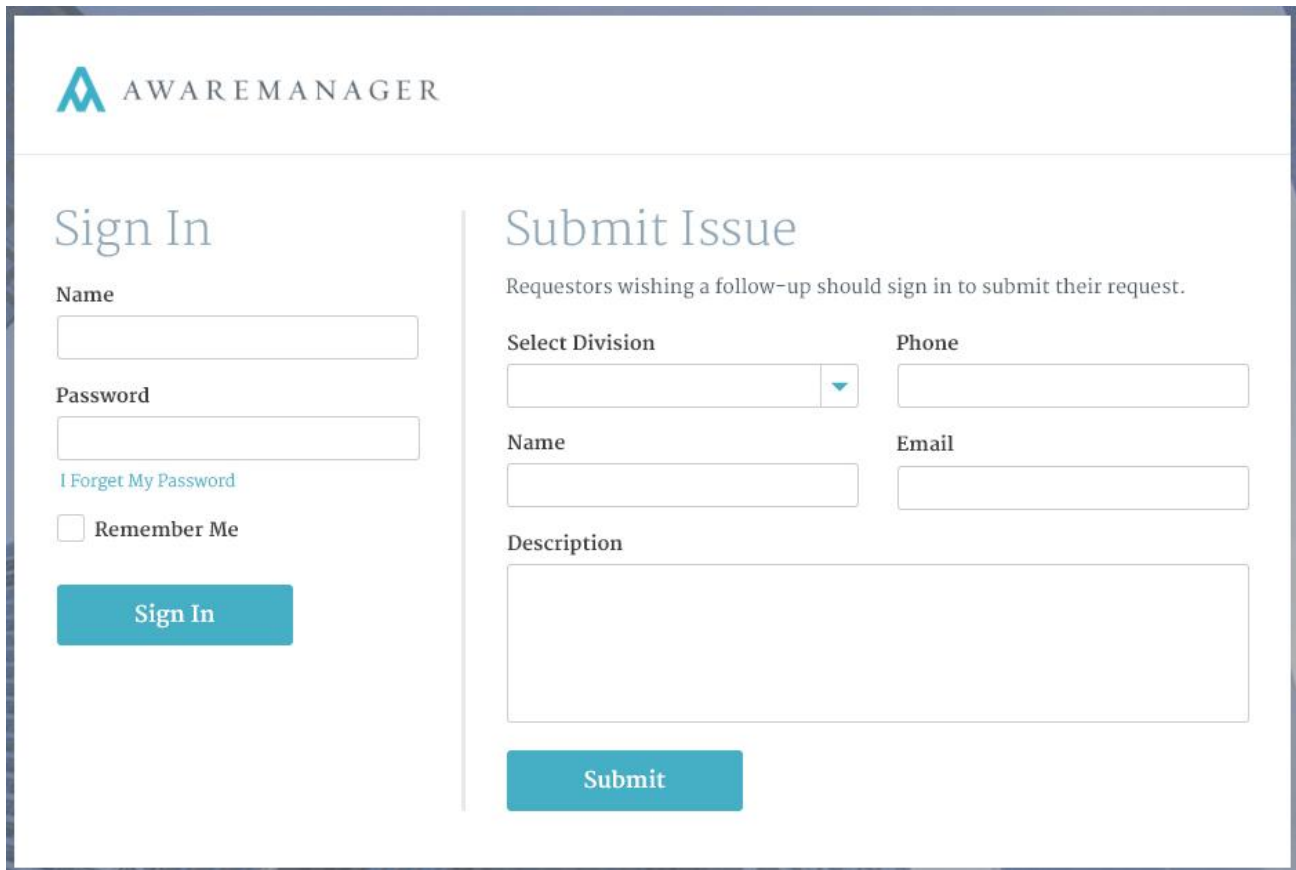**Guest Work Entry**

From the sign in screen, guests may submit Work Requests without being required to sign into Gateway. The work request will be routed to the appropriate person based on the Division selected.

Note: If you have a valid username/password you should sign in to Gateway to enter work requests. This will ensure that you receive the appropriate notifications regarding your requests and will also allow you to track their progress.

The following are some items to note when adding Guest Entry requests:

- Please be sure to select the correct Division as this will dictate where your work request is routed

- Enter as much contact information as possible (Name, Phone, and Email) to allow responders to follow-up as needed

- Please be as detailed when entering a description to aid in proper routing of your request

- Press **Submit** to enter your request. Upon submission you will see a message appear informing that your request has been successfully entered.

Please contact your system administrator if you are interested in having Guest Entry enabled, or if you have questions on who these requests are routed to.