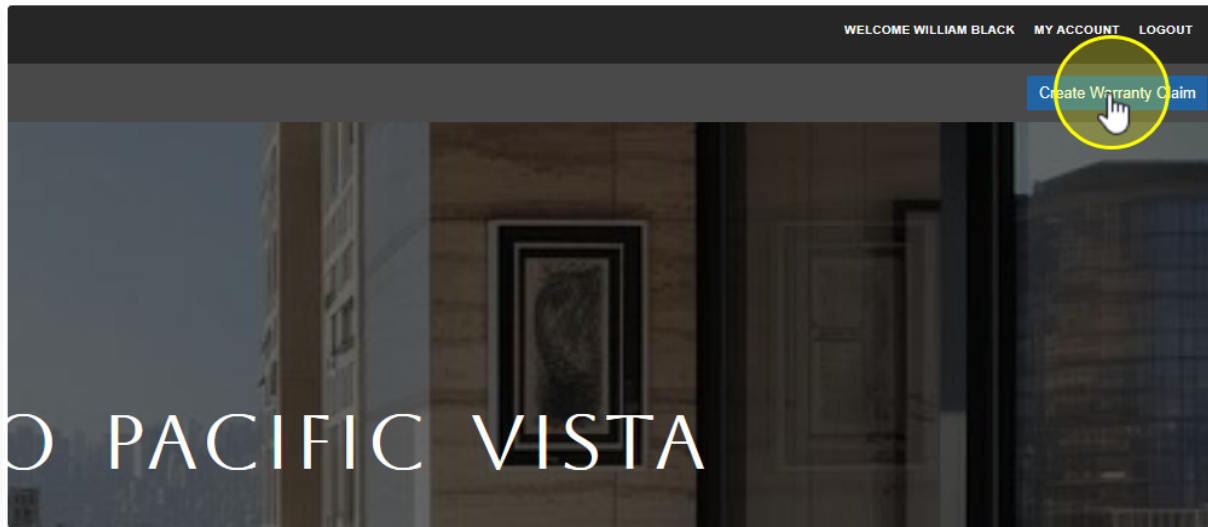


# New Warranty Claim - Resident's Portal

batun | 14 steps | 4 minutes

Tuesday, 18 November 2025

1 Click "Create Warranty Claim"



2 Select the "Unit Recipient"

A screenshot of the "New Warranty" form in the Pacific Vista Resident's Portal. The form is titled "New Warranty" and includes several input fields. The "Unit Recipient" dropdown menu is highlighted with a yellow circle and a hand cursor. The form also includes fields for "First Name" (containing "William"), "Entry Dates" (with an "Entry Date" sub-field), and a "Describe your request" text area. The Pacific Vista logo and navigation links are visible at the top.

3 Enter personal detail "First Name"

Pacific Vista  
HOME ABOUT MEET YOUR FAMILY

## New Warranty

Unit Recipient *	First Name *	Last Name *
204	William	Black
Telephone Number *	Entry Dates *	
(412) 267-2213	Entry Date	Start
Describe your request *		

4 Enter personal detail "Last Name"

First Name *	Last Name *	Email Address *
William	Black	William.I
Entry Dates *		
Entry Date	Start Time	End Time

5 Enter personal detail "Email Address"

WELCOME WILLIAM BLACK MY ACCOUNT LOGOUT

Create Warranty Claim

Last Name \* Black

Email Address \* William.Black@ceonesource.com

Start Time End Time Add Date

6 Provide "Telephone Number"

HOME ABOUT MEET YOUR FAMILY

### New Warranty

Unit Recipient \* 204

First Name \* William

Telephone Number \* (412) 267-2213

Entry Dates \* Entry Date

Describe your request \*

**7** Click "Add Date"

Last Name *		Email Address *	
Black		William.Black@ceonesource.com	
Start Time		End Time	
<b>Add Date</b>			

**8** Choose your "Entry Date"

William		Black	
Phone Number *		Entry Dates *	
167-2213		Entry Date	
		Start Time	
		1	
Describe your request *			

Nov 2025

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Today Close

9 Select the "Start Time".

		Last Name *	Email Address *
		Black	William.Black@ceonesource.com
Date	Start Time	End Time	
1/2025			
		Choose Time	
		Time 12 am :00 :00	
		Now	Select
		1 am	
		2 am	
		3 am	
		4 am	
		5 am	
		6 am	
		7 am	
		8 am	
		9 am	
		10 am	
		11 am	
		12 pm	

10 After selecting the Start Time, click "Select".

		Last Name *	Email Address *
		Black	William.Black@ceonesource.com
Date	Start Time	End Time	
1/2025	7:00 pm		
		Choose Time	
		Time 7 pm :00 :00	
		Now	Select

11

Select the "End Time"

The screenshot shows a form with two input fields: "Start Time" and "End Time". The "Start Time" field contains "7:00 am". The "End Time" field is empty. A "Choose Time" dropdown menu is open, showing a list of times from "1 am" to "11 pm". The time "11 pm" is highlighted with a yellow circle, and a mouse cursor is pointing at it. The dropdown menu also includes a "Now" button and a "Select" button. The form also has an "Add Date" button.

12

After selecting the Start Time, click "Select"

The screenshot shows the same form as in step 11, but now the "End Time" field contains "11:00 pm". The "Choose Time" dropdown menu is still open, and the "Select" button is highlighted with a yellow circle. A mouse cursor is pointing at the "Select" button. The "Start Time" field still contains "7:00 am". The form also has an "Add Date" button.

13 Click "Describe your request "

Unit Recipient *	204	First Name *	William
Telephone Number *	(412) 267-2213	Entry Dates *	
		Entry Date	
		1	18/11/2025
Describe your request *			
Sample			
Photo Source			
Select			
<a href="#">Save Warranty</a>			

14 Click "Save Warranty"

	1	18/11/2025
Describe your request *		
Sample		
Photo Source		
Select		
<a href="#">Save Warranty</a>		
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