

With the new system you'll be able to submit tickets directly, as well as view the status of any ongoing or existing issues.

Please visit the [new portal](#) and create an account with the following steps:

- 1) Click "Sign Up" beneath the email field**
- 2) Enter your email address into the field and click the "Send link" button.**
- 3) In your email you will receive a personal link that will allow you to create your password.**
- 4) Return to the portal and login with the email/password information you created. The first time you access the portal after creating your password you may be logged in automatically.**

Once inside the portal you'll see the following categories. Select the one that is most relevant to your inquiry and there you can fill out the fields and submit a ticket directly into the system.

Once a ticket is submitted you will automatically receive a tracking ID. has been created in this manner, you can log into the portal at any time and view the current status of your ticket by clicking "Requests" in the top-right corner of the screen.

Since this is a new system we encourage any feedback or questions about the process.