



Maintenance Request

Need maintenance at your store?

Use the steps below to submit a work order to the Maintenance Team

Complete Submissions Will be Result in Faster Fixes

For Further Details Scan the QR Code to the Right

For Password Reset: contact jnelluelil@ntbells.com

SCAN ME



Where to Go to Start a Service Request

- Step 1 Type in <https://northtexasbells.corrigo.com/CP30/sign-in>
- Step 2 Login with Store Email and Password Welcome!1
- Step 3 Find the Orange Button Labeled 'New Service Request'
- Step 4 Click the Button to Start a New Work Order

Filling Out a Work Request

- Step 1 Select the Area of the Restaurant that Needs Attention
- Step 2 Select the Specific Asset Issue
- Step 3 Review the Self Help Instructions if Any Appear
- Step 4 After Trying Self Help Chose 1 of the 3 Options
- Step 5 Describe the Issue Including any 'Special Instructions'
- Step 6 Review Details and Add Pictures, Click Submit

Confirmation and Next Steps

- Submission Go to 'Dashboard' to Verify Submission
- Reception Maintenance Team Then Receives and Reviews the Order
- Check Activity Go to 'Service Request' to View Estimated Date and Tech
- Closing Work Order Go to Dashboard and Select 'Open Items'. Review Notes and Close Out/Rate Service at Bottom of Page