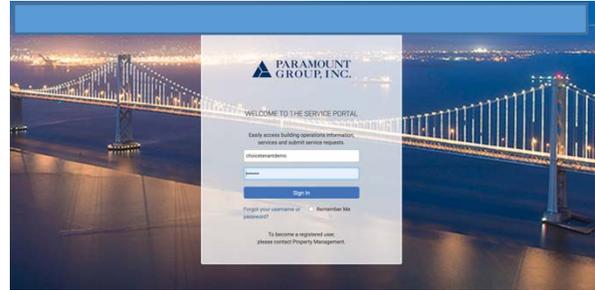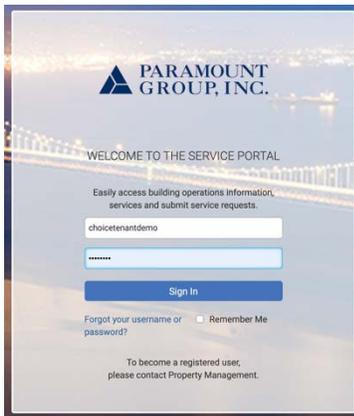**Paramount Group, LLC.**

Angus AnyWhere® is an internet-based solution offering an efficient way to place work order requests and monitor their progress through the Tenant Service Portal. The Service Portal provides a centralized location to:

- Request Work Orders for your suite or building
- Review existing work orders and their status and track progress
- Review events occurring in your building
- Review how-to videos and access online help

How to Login

You will receive a system generated email which will provide you with access to the Paramount Group service portal. This email will provide instructions on how to create your own credentials.

If you do not receive an email to create your profile, please contact property management for assistance at: abradley@pgre.com.

Note: The Forgot Password feature may also be used if you have forgotten your password.

Available Help

The Service Portal offers a wide array of help resources. While logged in you can access the help information by clicking the "?" icon shown here (located in the upper right corner of the Service Portal screen)

General Navigation

In this section we will review the basic navigation options on the Tenant Services Interface.

MENU: Hide or show the menu dropdown to select available options.
HOME: Return to the home screen.
SERVICE REQUESTS: Shows a list of existing work orders.
NEW SERVICE REQUEST: Allows you to place new work order request.
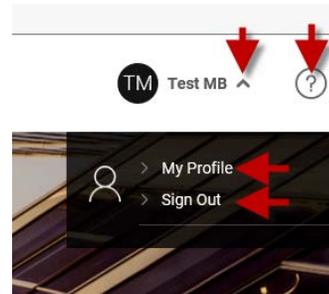**MY PROFILE**: Allow you to change your password and modify other relevant profile information on the Tenant Services Interface.
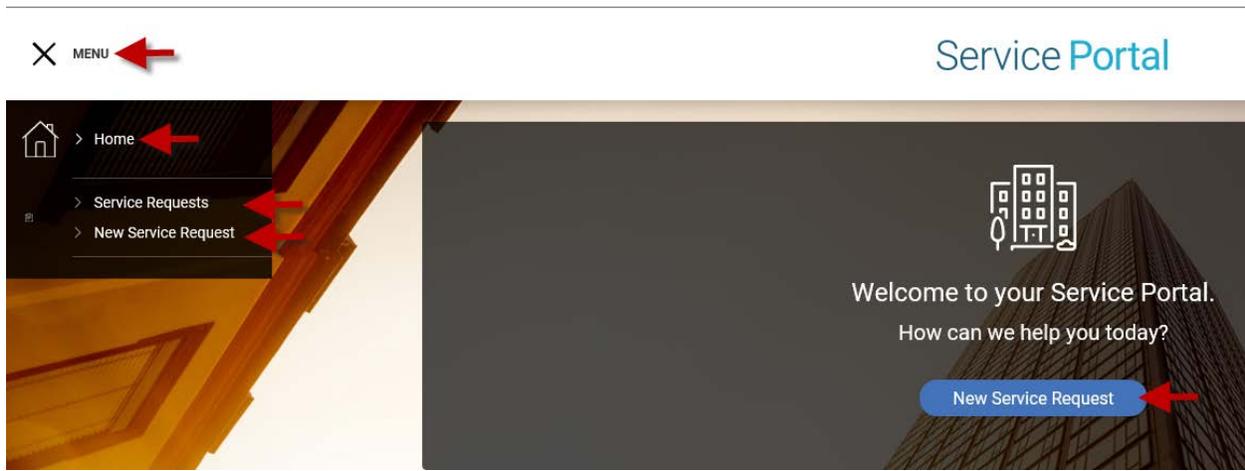
Additional navigation features on the right-hand side. (Click your username to access)

Click your name to access MY PROFILE

MY PROFILE: Access profile settings including password changes.
SIGN OUT: Sign out/Exit the system.
?: Help section

Changing Temporary Password

After signing in for the first time it is a best practice to update the temporary password with a more secure one. To change your password, click on **MY PROFILE** and enter your new password in the indicated field. Confirm your password by entering it again in the Confirm Password field and then click SAVE at the bottom of the screen.

Submitting a New Work Order Request

Begin by clicking on **NEW REQUEST**. By default, the system will automatically pre-populate your building, floor and suite. You may override the location information if necessary, depending on the details of your request. Next please specify the **REQUEST TYPE** using the dropdown menu, set a priority level and then enter specific details relating to the request.

Required information:

- Floor
- Suite/Location
- Request Type
- Priority Level
- Details (Specifics around the work to be completed)
- You may include an attachment (photo) to assist in clarifying the work to be completed

Once all information is complete click **SUBMIT**.

After submitting the work order a confirmation screen with the work order details. You also have the opportunity to **Submit Another Request** or **Return** to return to the home screen.

Service Requests

You can view a list of all work order requests by clicking on Service Requests.

Additional information is available by clicking on the Work Order number (example below)

For additional assistance please contact our help desk at abradley@pgre.com or call the Property Management Office.