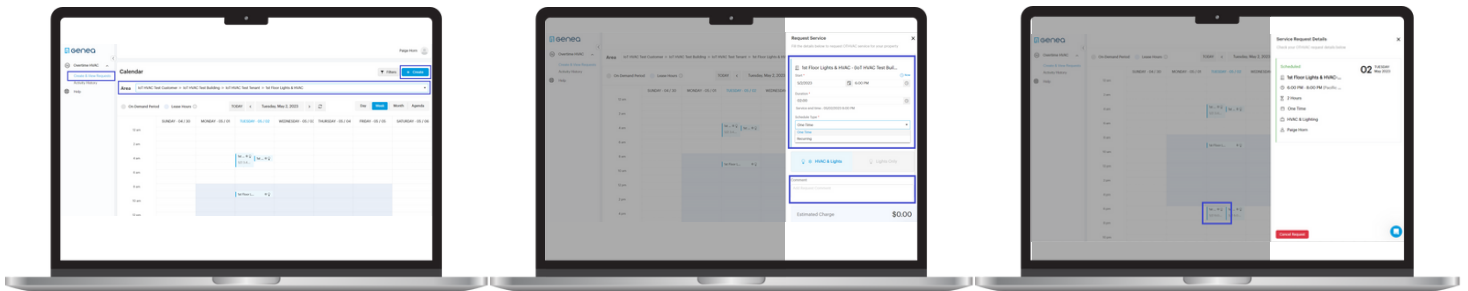


Submitting an HVAC Request in the Desktop Portal



Sign in to the Genea On-Demand HVAC Portal at <https://portal.getgenea.com/portal/login>

Once you enter your login info, follow these 3 easy steps to make a request through the portal



- 1 Select Create and View New Requests under the Overtime HVAC Tab. Then, select the Area and click Create.
- 2 Fill out the request Start Date, Start Time, Duration of the request, Schedule Type, Mandatory Comment Box and click Save and Close.
- 3 Once the request is submitted, you will see it pop up on the calendar view. If you click on it, you will see all the details of the request. If you need to cancel your request entirely or partially, you can click Cancel Request.