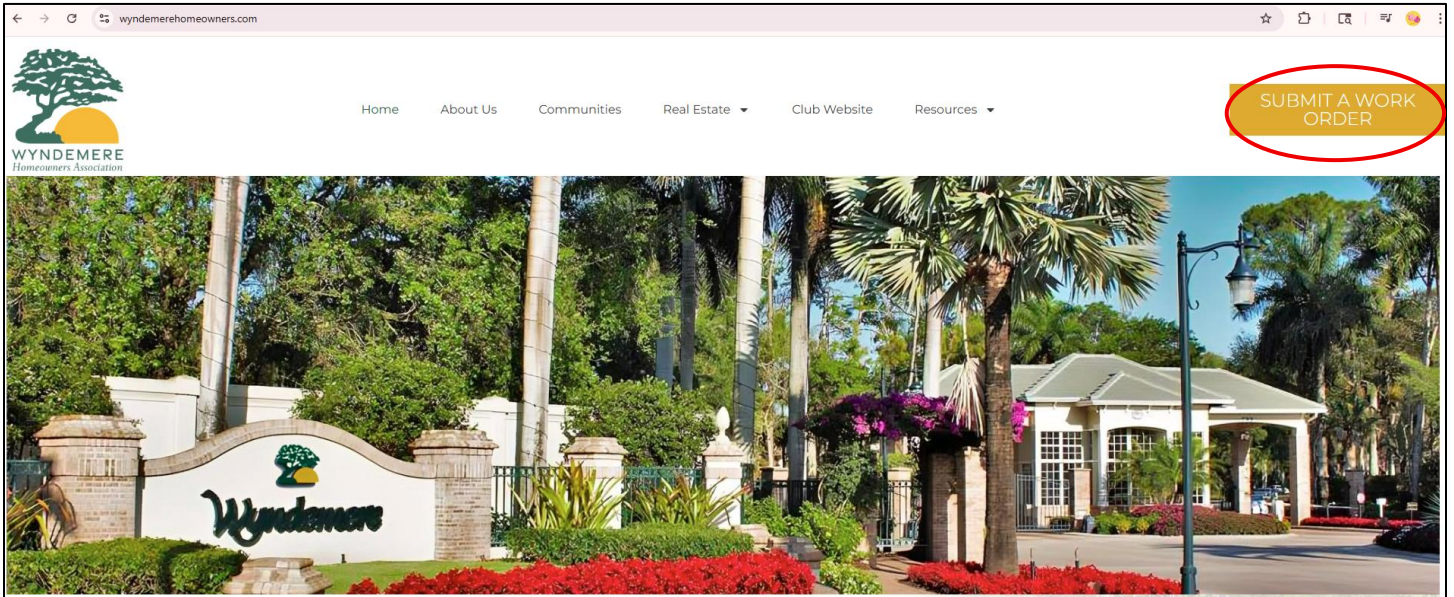


# HOW TO SUBMIT A WORK ORDER IN BUILDIUM

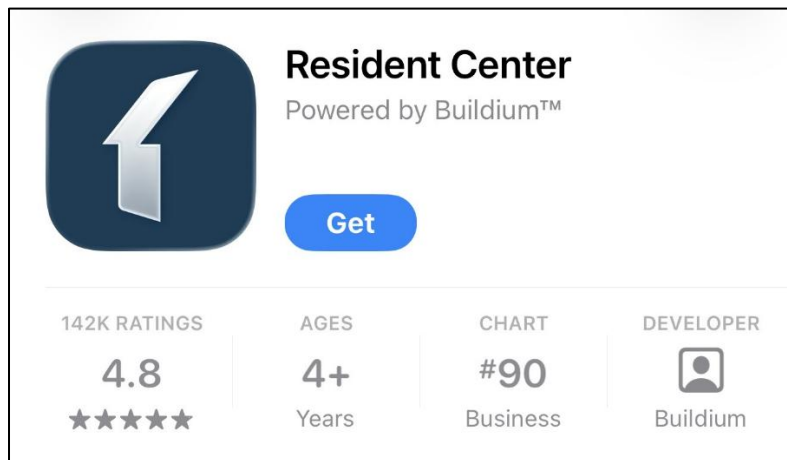
## 1. Log In

- Go to your Buildium account login page. You can access your account from the Wyndemere Homeowners website ([www.wyndemerehomeowners.com](http://www.wyndemerehomeowners.com)) or via Buildium (<https://wyndemerehoa.managebuilding.com/Resident/public/home>).

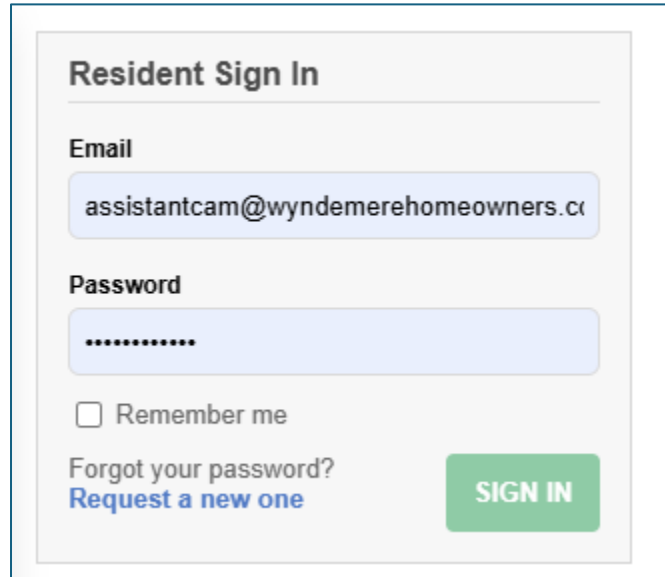


OR

- Download the app by searching for **Buildium Resident Center**.

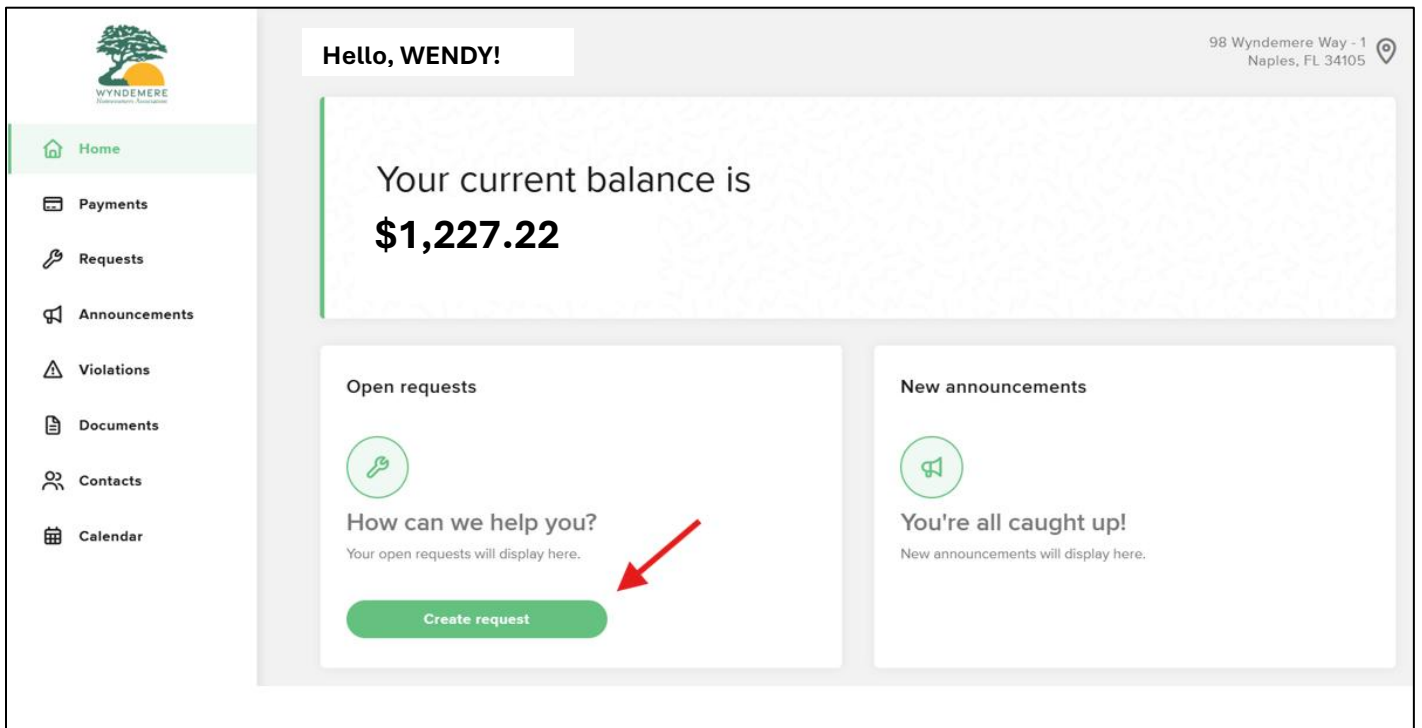


- **Enter your credentials** and access your dashboard.



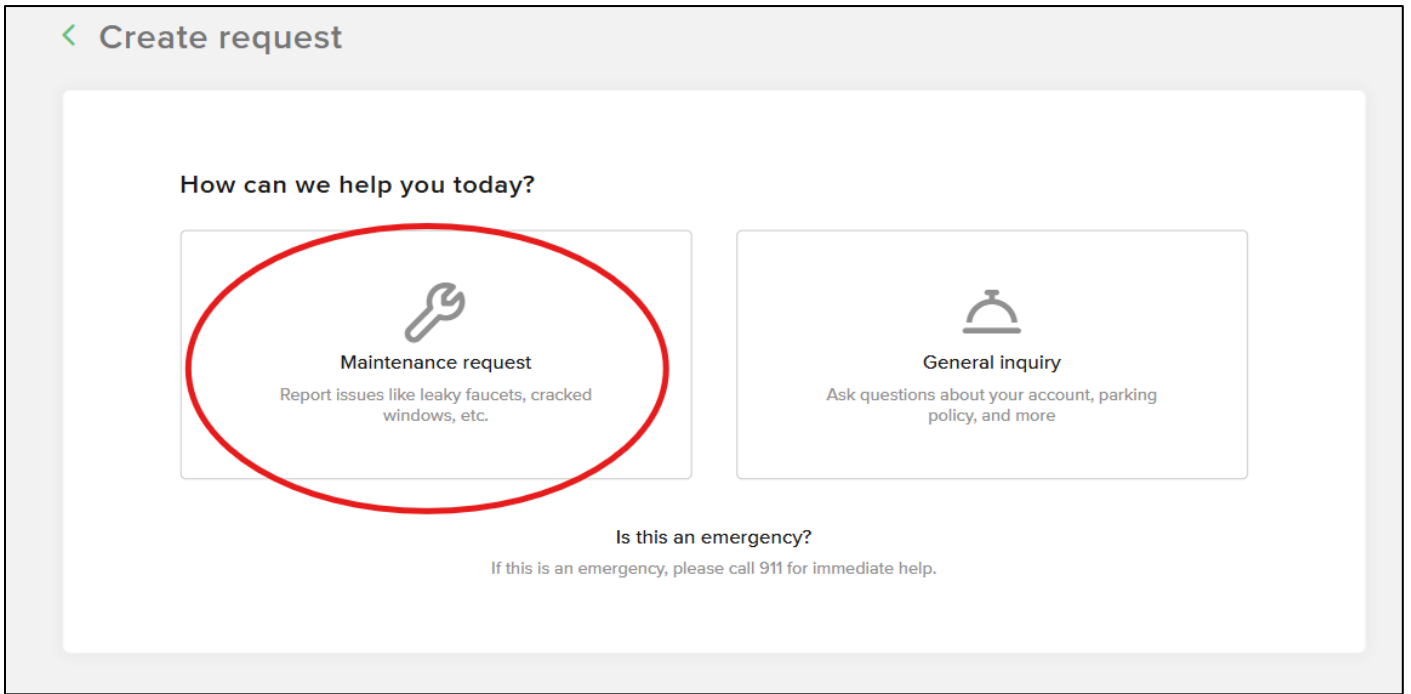
The image shows a 'Resident Sign In' form. It has a title 'Resident Sign In' at the top. Below the title are two input fields: 'Email' with the text 'assistantcam@wyndemerehomeowners.ca' and 'Password' with a masked password '.....'. There is a checkbox labeled 'Remember me' below the password field. At the bottom left, there is a link 'Forgot your password? Request a new one'. At the bottom right, there is a green button labeled 'SIGN IN'.

2. Navigate to **“Create Request”** at the bottom left of your dashboard.



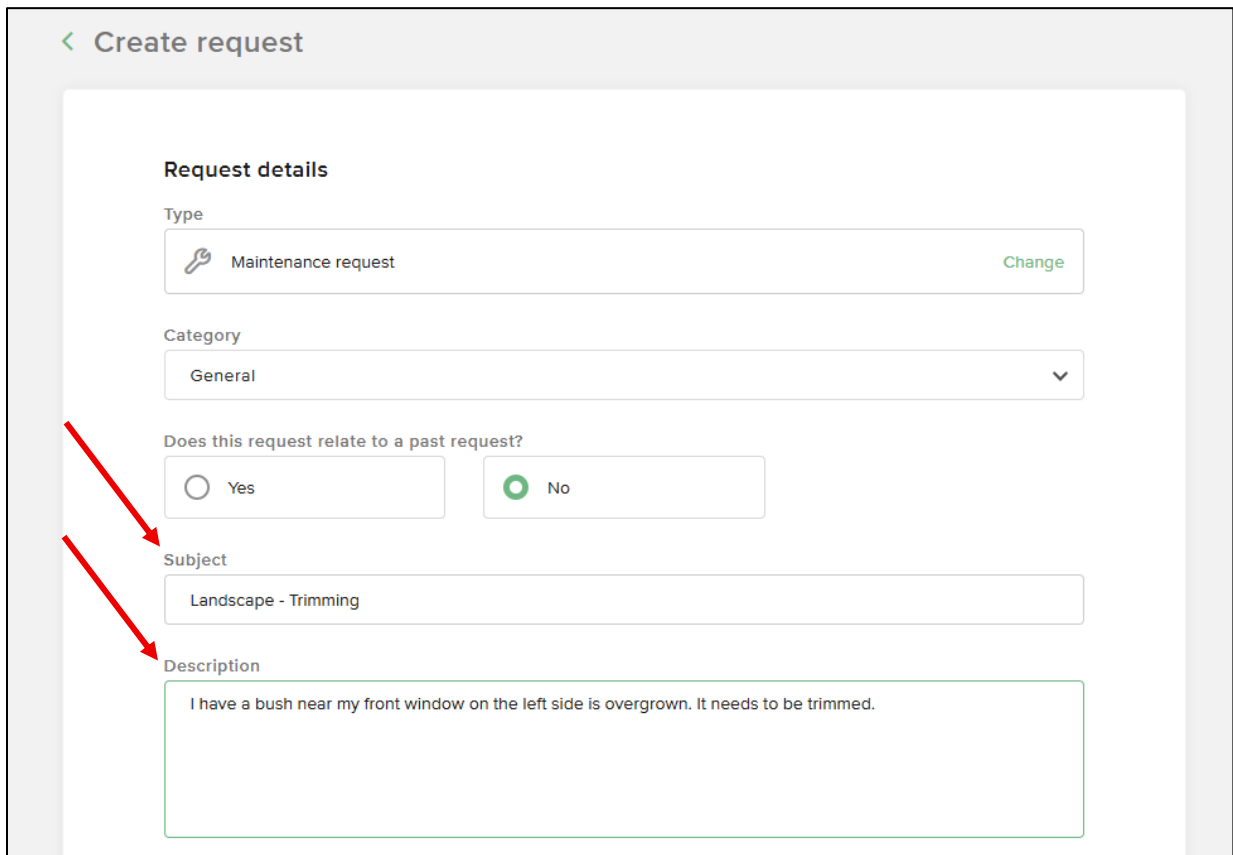
The image shows a dashboard for 'WYNDEMERE Homeowners Association'. The top left has the logo. The top right shows the address '98 Wyndemere Way - 1 Naples, FL 34105'. The main content area is divided into three sections. The top section displays 'Hello, WENDY!' and 'Your current balance is \$1,227.22'. The bottom left section is titled 'Open requests' and contains a green button labeled 'Create request' with a red arrow pointing to it. The bottom right section is titled 'New announcements' and contains a green button labeled 'You're all caught up!'.

3. Click on “Maintenance Request”



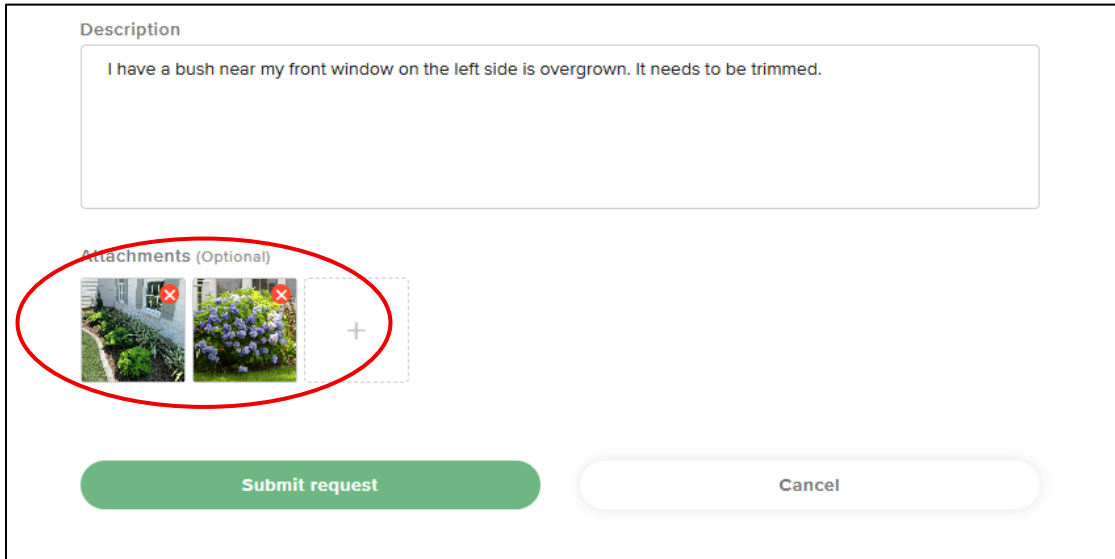
4. Describe the Issue

- Enter a clear **Subject** title (e.g., “Landscape - Trimming” or “Irrigation - Broken Sprinkler”).
- Provide a detailed **description** of the issue, including location, when it started and any other relevant details.



## 5. Add Photos (Recommended)

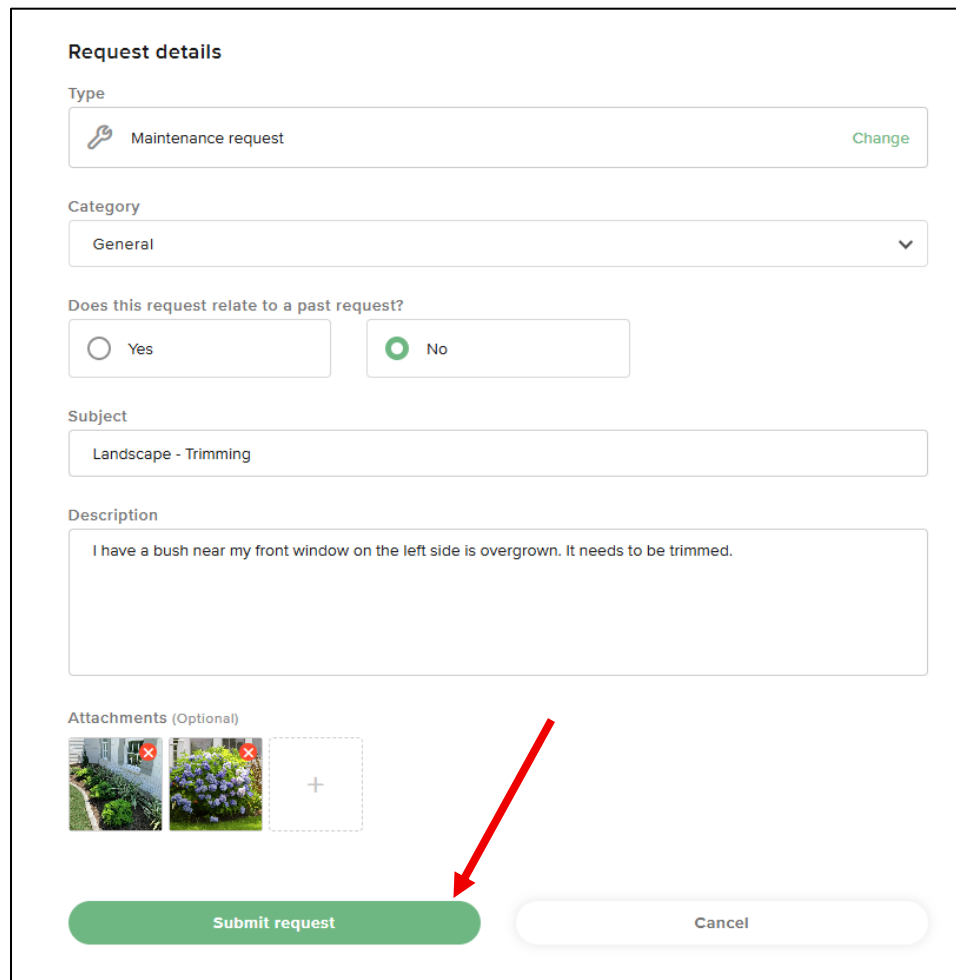
- Upload pictures to help management or vendors better understand the issue.



This screenshot shows a form with a 'Description' field containing the text: "I have a bush near my front window on the left side is overgrown. It needs to be trimmed." Below the description is an 'Attachments (Optional)' section. This section contains two photo thumbnails, each with a red 'X' in the top right corner, and a plus sign icon in a dashed box. A red oval highlights this entire attachment area. At the bottom of the form are two buttons: a green 'Submit request' button and a white 'Cancel' button.

## 6. Submit the Request

- Review your information and click **“Submit Request.”**



This screenshot shows the 'Request details' form. The 'Type' field is set to 'Maintenance request' with a 'Change' link. The 'Category' dropdown is set to 'General'. The 'Does this request relate to a past request?' section has the 'No' radio button selected. The 'Subject' field contains 'Landscape - Trimming'. The 'Description' field contains the same text as in the previous screenshot: "I have a bush near my front window on the left side is overgrown. It needs to be trimmed." The 'Attachments (Optional)' section is identical to the previous screenshot, showing two photos with red 'X' marks and a plus sign icon. A red arrow points from the top right towards the green 'Submit request' button at the bottom of the form.

## 7. Track Your Request

- You may log back into the portal at any time to review pending work orders. Select your work order located beneath **“Open Requests”**.

Hello, WENDY!

98 Wyndemere Way - 1  
Naples, FL 34105

Your current balance is  
**\$1,227.22**

**Open requests**

Landscape - Trimming  
New

Create request

**New announcements**

You're all caught up!  
New announcements will display here.

- Check the Status**

Requests

Create request

Q Search

Open Closed

Sort by: Newest

SUBJECT	STATUS	DATE	NUMBER
<b>Landscape - Trimming</b> I have a bush near my front window on the left side is overgrown. It needs to be trimmed.	In progress	3/27/26	00175530

- **View Updates**

< Maintenance request

### Landscape - Trimming

I have a bush near my front window on the left side is overgrown. It needs to be trimmed.

Details

Status	Number
In progress	00175530
Created by	Date created
WENDY	3/27/26
Category	
General	

### Updates

Elvia Santiago changed the status to In progress.  
04/03/2026, 8:47 AM

Good Afternoon, Wendy. I have submitted a work order for your landscape company to complete this request. They will be out this week to complete this work order.

WENDY submitted the request.  
03/27/2026, 3:48 PM

Upload Send

- Communicate with management by adding comments and uploading additional pictures if needed.
- Click “Send”.

D1 Please also trim the hedge next to the bush|

Upload Send