



ONLINE INSTRUCTIONS FOR VENDORS SUBMITTING WORK REQUESTS



STEP #2

Log onto our website: https://cclba.epropertyplus.com/landmgmt

iervices 🔹				
- View My Services				
Work Queues				
My Work Queue				
Status	Reference	Comments	Status Date 🔻	
Work In Process	4550 W 834th Pl	(T	08/10/2016	

Clicking this icon will take you to the details embedded within each task that has been assigned by the CCLBA to your organization (SEE LEFT).

• A direct email will be sent to your organization's contact once the service has been created by our Asset Mgr.

STEP #3

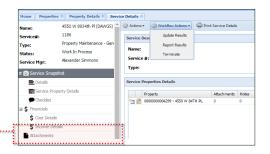
Click on the 🛅 icon located to the left of the property address.

Services -											
Home My Services #											
learch Filters	a List View	Map View									
🔍 Search 👒 Reset 🛛 🚂 Create Filter	List View										
A PRes	T I DIRECTOR	512 C									
No Filters to display		Service Number	Service Name	Service Type	Parcel Number	Property Address	Status	Status Date	Tags	Planned Start	H
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Guick Filter	10 2 2	1113	4550 W 834th H (TEST - HONE)	Home Inspection	0000000004299	4550 W 04TH PL	Work In Process	08/10/2016			
Service Type:											
Select											
Service Name:											
Property Address:											
Criteria	- 1										

Once clicked, property details for each service will be shown for a specific property. This will allow you to upload attachments as well as billing information.



- UPLOAD ATTACHMENTS
- PICTURES | SAVE AS: PropertyAddress_MMDDYY.jpg
- INVOICE | SAVE AS: ServiceType_MMDDYY.pdf



STEP #5 Click on, 'Workflow Actions --> Update Results', to fill out three questions. Click, 'Submit' monthly for billing invoice.

Complete the following questions/and submit invoices monthly:

Oate of Latest Inspection

- # of Windows Guards
- > Upload Photos
- # of Door Guards
- 🤣 General Comments

<u>NOTE:</u> All work performed must be uploaded at time of service or within a day of completion. Upon the sale of a property, Asset Manager will close service and CCLBA will no longer accept invoices.

ome Propert	ies 🖲 Property Details 🛎 Servi	ce Details S
ame: rvice#: /pe: atus: ervice Mgr: Service Sna		Actors Actors
Inspection Date:* Photos Uploaded:* Comments:*		3
Amount Paid:		STEP TWO

Cook County Land Bank Authority

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VENDOR SERVICES



MISCELLANEOUS

Issued separately as needed: Insurance (?) Demolition Survey (?) Home Insp. Appraisal (?)

Direct Email Sent to Vendor

Vendor accepts service, performs the job before the given deadline, and reports results to Asset Manager

Direct Email Sent to Asset Manager Sent to Asset Manager Set Mgr reviews, either closes service or rejects results.

COMPLETE

PROPERTY BOARD-UP

Service CLOSED (Asset Manager)

Direct Email Sent To Vendor

Vendor accepts service, performs the

job before the given deadline, and

reports results to Asset Manager

Direct Email Sent to Asset Manager

Asset Mgr reviews, either closes service

or rejects results.

COMPLETE

PROPERTY MAINTENANCE - ADDITIONAL Issued separately as needed:

Snow Removal Lock Change Lawncare Trash/Debris Board-up Removal

Vendor accepts service, performs the job before the given deadline, and reports results to Asset Manager

Asset Mgr reviews, either closes service or rejects results.

COMPLETE

PROPERTY BOARD-UP

Service Created (Asset Manager) Service Assigned (Asset Manager)



Vendor accepts service, performs the job before the given deadline, and clicks on, 'Report Result' reports results to Asset Manager. NOTE: Service will not be closed out, as vendor will have to fill out the dates the property guards were removed.

Direct Email Sent to Asset Manager

Asset Mgr reviews, will either accept the results and keep the service open, or reject the results from the vendor.

PROP MAINTENANCE -GENERAL

Service Created (Asset Manager) Service Assigned (Asset Manager)

Direct Email Sent to Vendor

Vendor accepts service, performs requisite property maintenance duties as spelled out by Asset Mgr. until property is disposed and closed by Asset Manager.

Upon completion of assignment, vendor will upload required docs and click, 'Update Results.' If property is not sold at the end of the month (billing cycle), vendor is responsible for updating results to the Asset Mgr., who will receive an email and accept & report the results for billing, or reject results.

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PROP MAINTENANCE -GENERAL

Service CLOSED (Asset Manager)

Vendor compliance is ongoing, however Asset Manager has a final review of all results and either closes the service or rejects results. NOTE: If a property is not disposed at end of billing cycle, Asset Mgr will reviews results updated by vendor and, 'Reject Results' to keep service open and give vendor chance to upload. If n/a, Asset Mgr closes the service.

COMPLETE