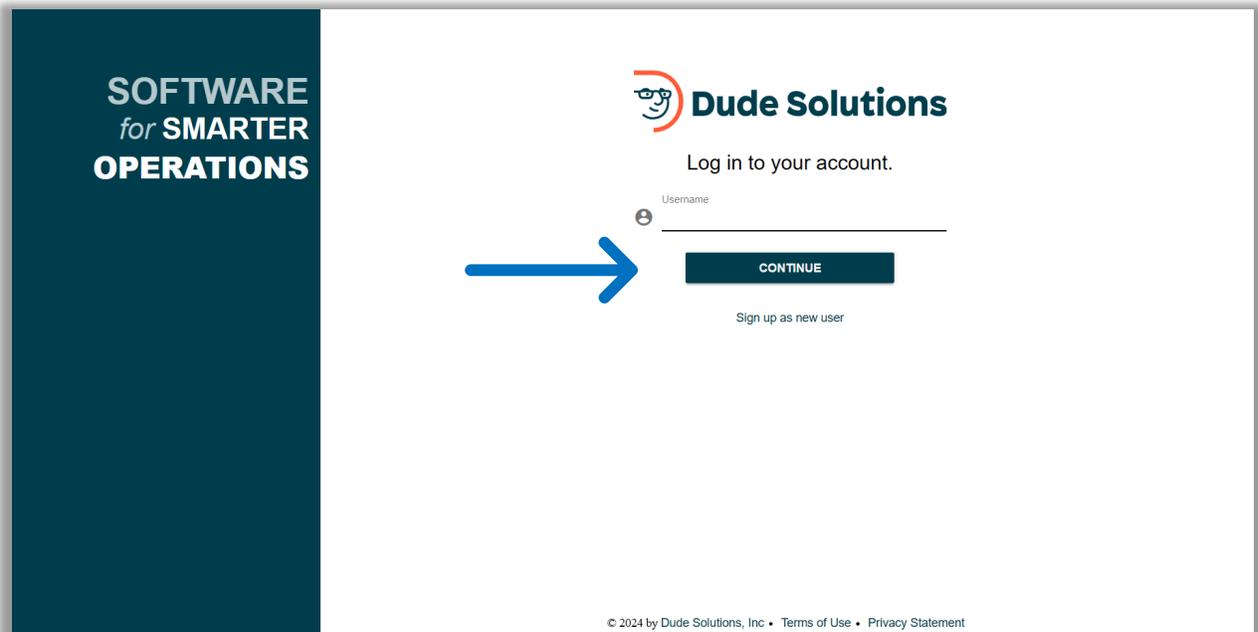


## ENTER A CITIZEN REQUEST

1. Visit <https://citizenportal.dudesolutions.com/AuburnME>

Enter your user name and click "CONTINUE."



SOFTWARE  
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OPERATIONS

 **Dude Solutions**

Log in to your account.

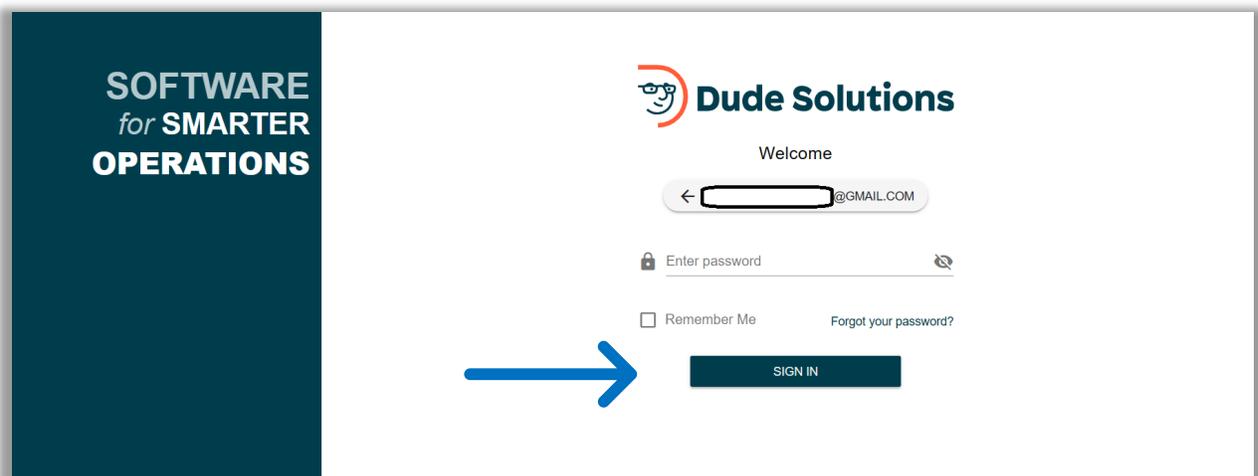
Username

**CONTINUE**

[Sign up as new user](#)

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2. Enter your password and click "SIGN IN."



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Welcome

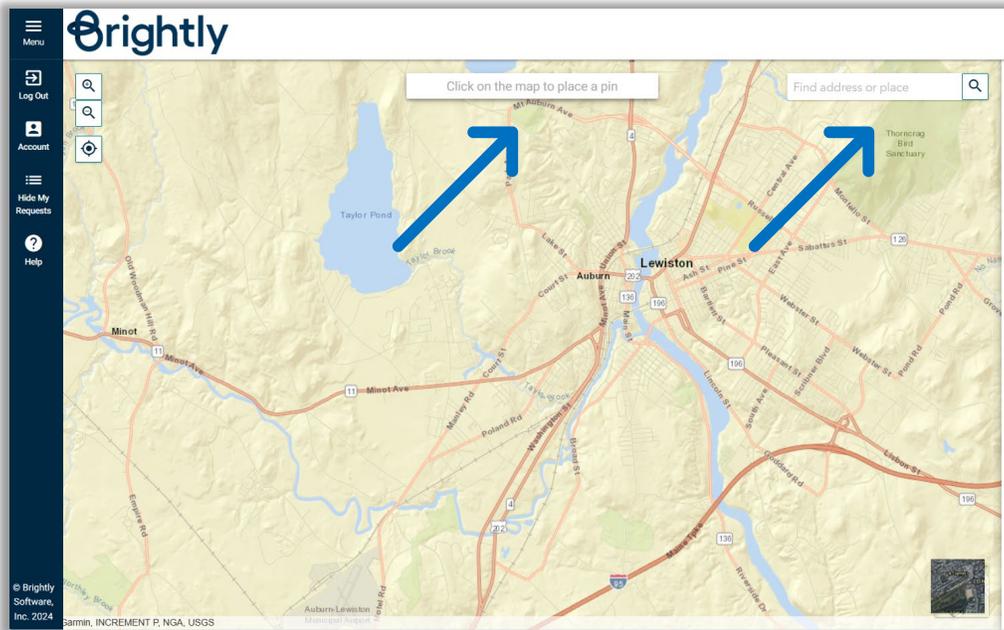
@GMAIL.COM

Enter password 

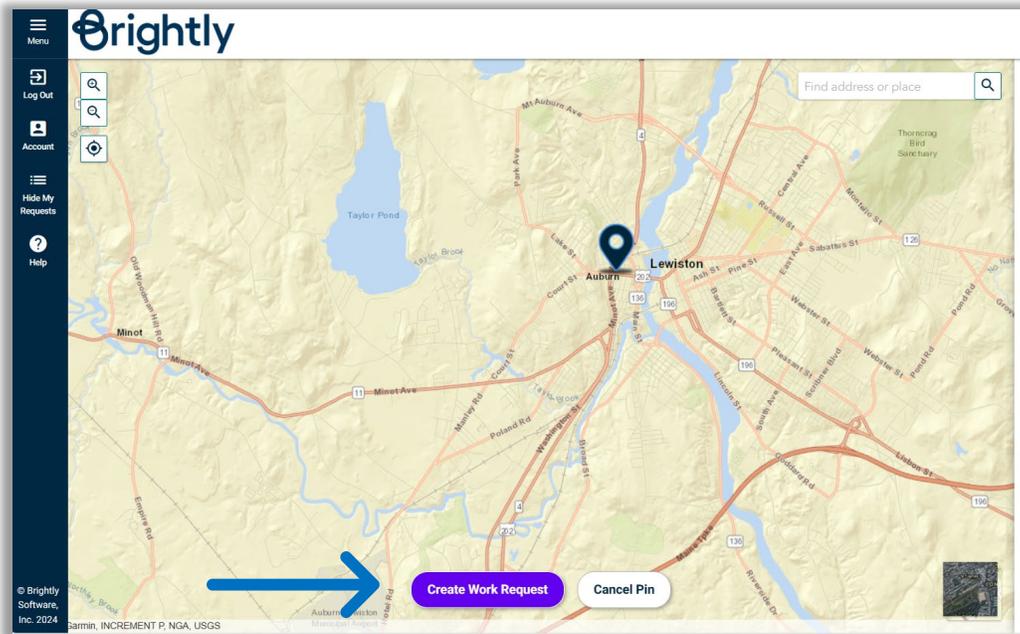
Remember Me [Forgot your password?](#)

**SIGN IN**

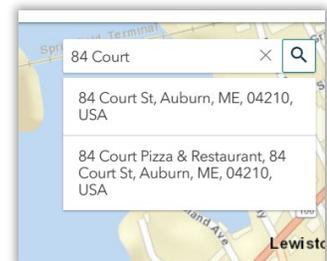
3. To submit a request, click directly on the map to place a pin, or search for an address.



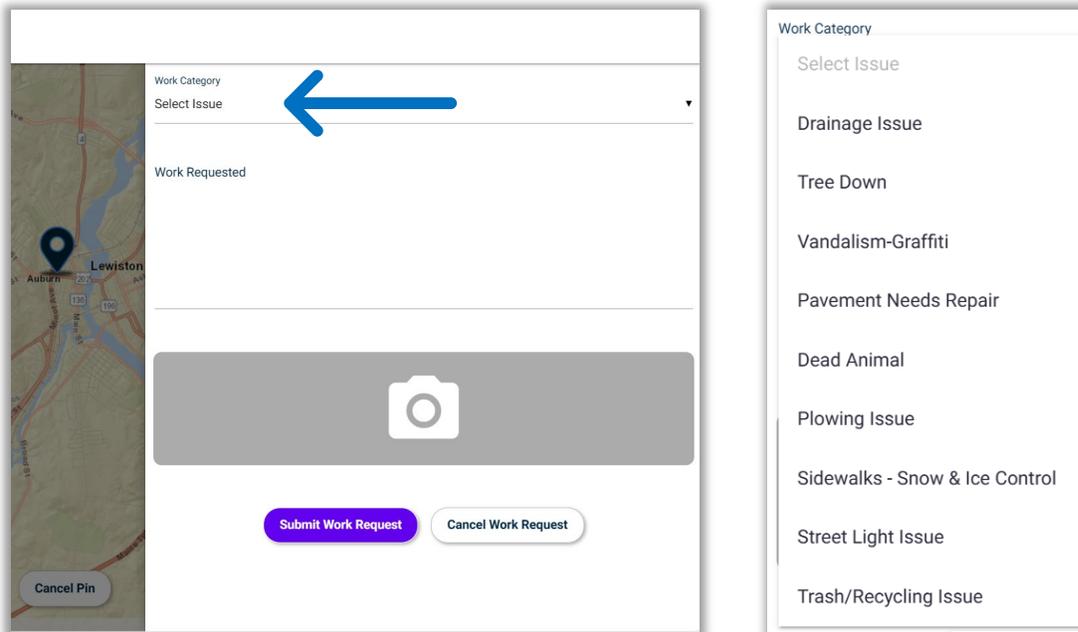
4. To place a pin, click on the map directly on the location. Click on “Create Work Request.”



5. To search by address, click in “Find Address or Place” and start typing. Matches will start showing up below the search box. Click on the selection you want and choose “Create Work Request.”



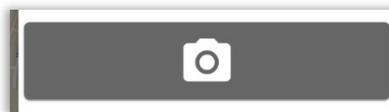
6. Create your work request. Click “Select Issue” drop-down menu and choose your work category.



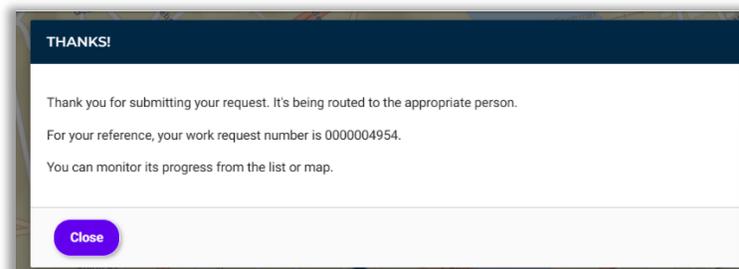
7. Click in the “Work Requested” box and give as much detail as possible about your request.



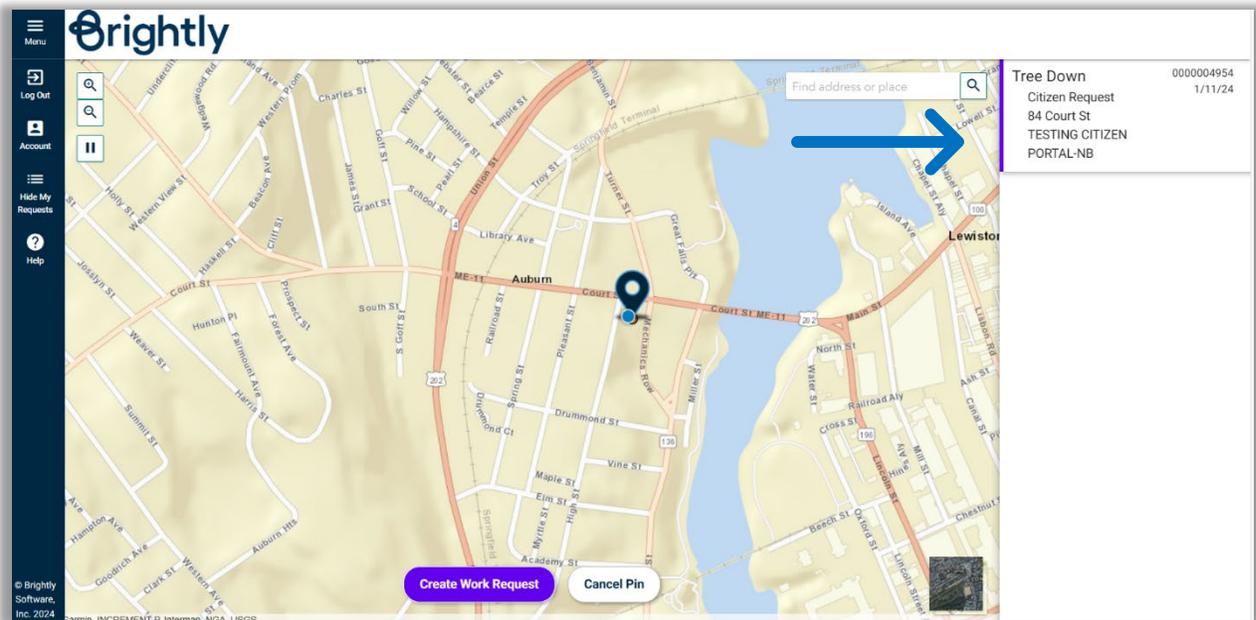
8. You can upload a picture to attach to the request. Click on the camera icon, navigate to where the photo is saved, click “Open.” You can upload multiple photos, but you must do one at a time.



9. Once you have attached desired photos, click “Submit Work Request.”



10. You can see all your requests on the right side of the screen.



11. You will get a "New Citizen Request" email from [ae-noreply@smtp.dudesolutions.com](mailto:ae-noreply@smtp.dudesolutions.com).

