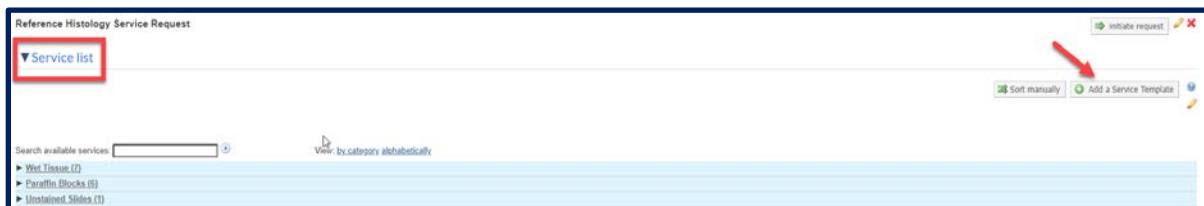


How to Add a Service to Your Core

1. Log on to your core page and click on the Request Services tab



2. Click on the **Add a Service Template** on the right side of the page under the **Service List** heading.



3. The following page will open. On the left side of the page is the listing of sections that you can fill out to complete the service listing. Once each of the sections is completed, click **Save** at the bottom right side of the page.

