

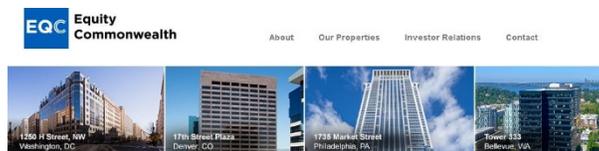
## Making a Reservation

### Creating Your Reservation

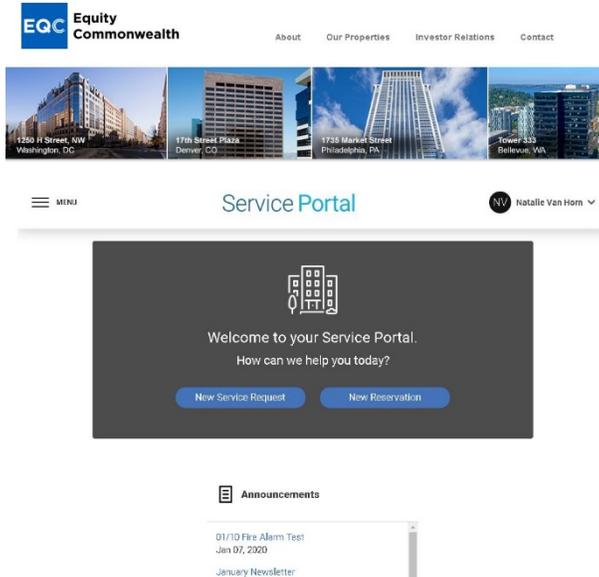
To create a reservation using the tenant portal, one must have access to the Tenant Request System. Please contact the management office at 303-292-4500 or contact [natalie.vanhorn@cbre.com](mailto:natalie.vanhorn@cbre.com) to create a profile and credentials for this portal. The Tenant Portal System will also allow tenants to put in maintenance requests and see service request history.

Once your credentials are created, please follow this link:

<http://www.eqcre.com/tenant-request-system/>

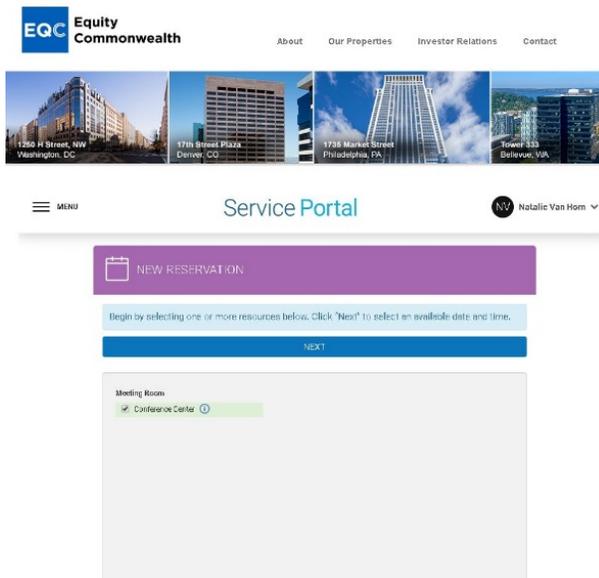
The image shows a dark grey login form titled 'Service Portal'. Below the title is the text 'WELCOME TO THE SERVICE PORTAL' and a sub-header 'Easily access building operations information, services and submit service requests.' There are two input fields: 'Username' and 'Password'. Below these is a blue 'Sign In' button. At the bottom, there is a link 'Forgot your username or password?' and a checkbox labeled 'Remember Me'. A final note at the bottom states: 'To become a registered user, please contact Property Management.'

Enter your username and password and select 'Sign In'. Signing in will bring you to the service portal welcome screen:



Select “New Reservation”

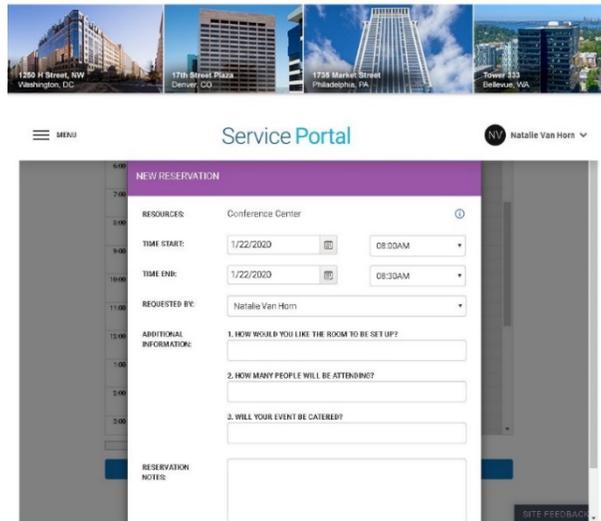
**Note:** Users can see recent building announcements containing pertinent building information and notices.



Select ‘Conference Room’ and click ‘Next’. A calendar will appear. White areas indicate availability for reservation, green signifies a reservation is already in place for that time, and grey represents unavailable times.

Hover over the time you would like your reservation to start and click 'reserve'. A new window will open and ask for more details about your reservation including catering details, number of guests, and preferred layout. Click 'Submit'.

**Note:** Layout options are available through the management office. Those options will be represented at the end of this document for reference. Layouts include theater, classroom, pods, boardroom, square, and U shaped configurations.



**Note:** Please be as specific as possible about your reservation. If catering or other outside vendors will be providing services for this reservation, please contact the management office to obtain the certificate of insurance requirements for vendors.

Once you have submitted your reservation a confirmation screen reflecting all of the reservation details will appear.