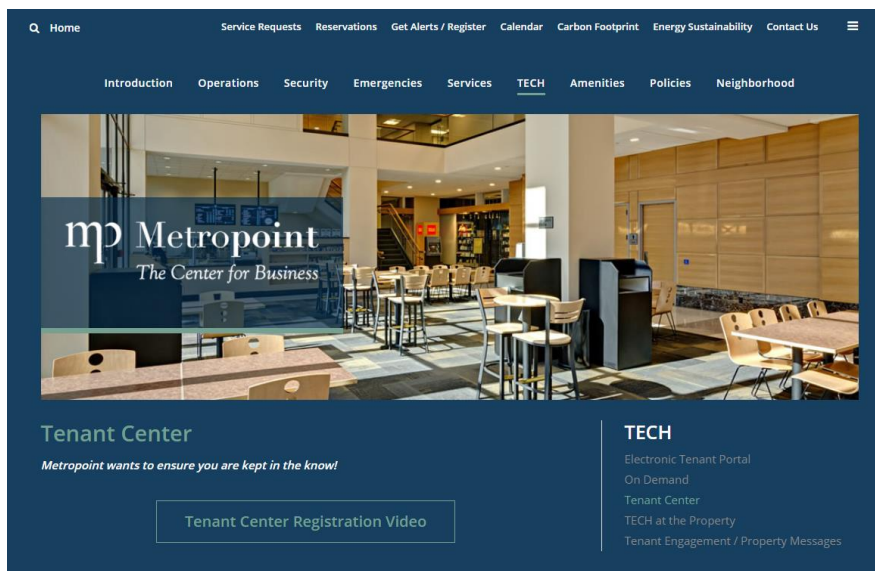


TENANT CENTER

Tenant Center Capabilities:

- Submit and Track Service Requests (Work Orders)
- Make Conference Room Reservations
- Sign-up for notifications containing critical property information such as updated policies, security procedures, building closings, etc.
- Receive alerts pertaining to the latest news about the surrounding area
- Stay current and improve your involvement in crucial property initiatives like sustainability and preparedness campaigns
- Learn more and take better advantage of the available amenities and affinity programs at your property



Registration:

- Go to www.metropointmn.info/register
- Select Building Number
- Select Electronic Tenant Portal

Service Request Submittal:

- Select Service Request - Request Service
- Click the circle, or choose from the drop-down menu the service type you are requesting
- Enter the location and a brief description relating to the request
- Please enter any and all information that will assist management in locating and addressing the request

Reservation Submittal:

- Select Conference Room - Request Reservation
- Choose "Select" next to the room you would like to reserve
- Enter the details of your reservation