

## STEP 1: (PHOTO 1 LEFT) – Add a complaint using the Add Complaint button located at the bottom righthand side of the screen.

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STEP 2: (PHOTO	Bindgewater Kingston Turo	
2 RIGHT) – The	+ Replay Tracks Plympion (a) Pl	
Add New	Taunton Middleborough Add New Complaint	
<b>Complaint</b> box will appear. Please fill out the form and	Dighton Berkley Liskeville   Dighton Berkley Liskeville   Somerset Freetown Roches/ar   Address: Enter a location   Extra Process Address:   Extra Process Long.:   Extra Process Select any combination of the types	
select, <b>Save.</b>	Internet Image: Complexity of the second s	
	Address Search Chiman Flight surveillance data delayed 10 mins for security purposes.	Help Add Complaints



STEP 3: (PHOTO 3 **LEFT)** – After filling out the form and selecting save, a box will pop up indicating that the complaint was successfully recorded and provide you with a reference number.