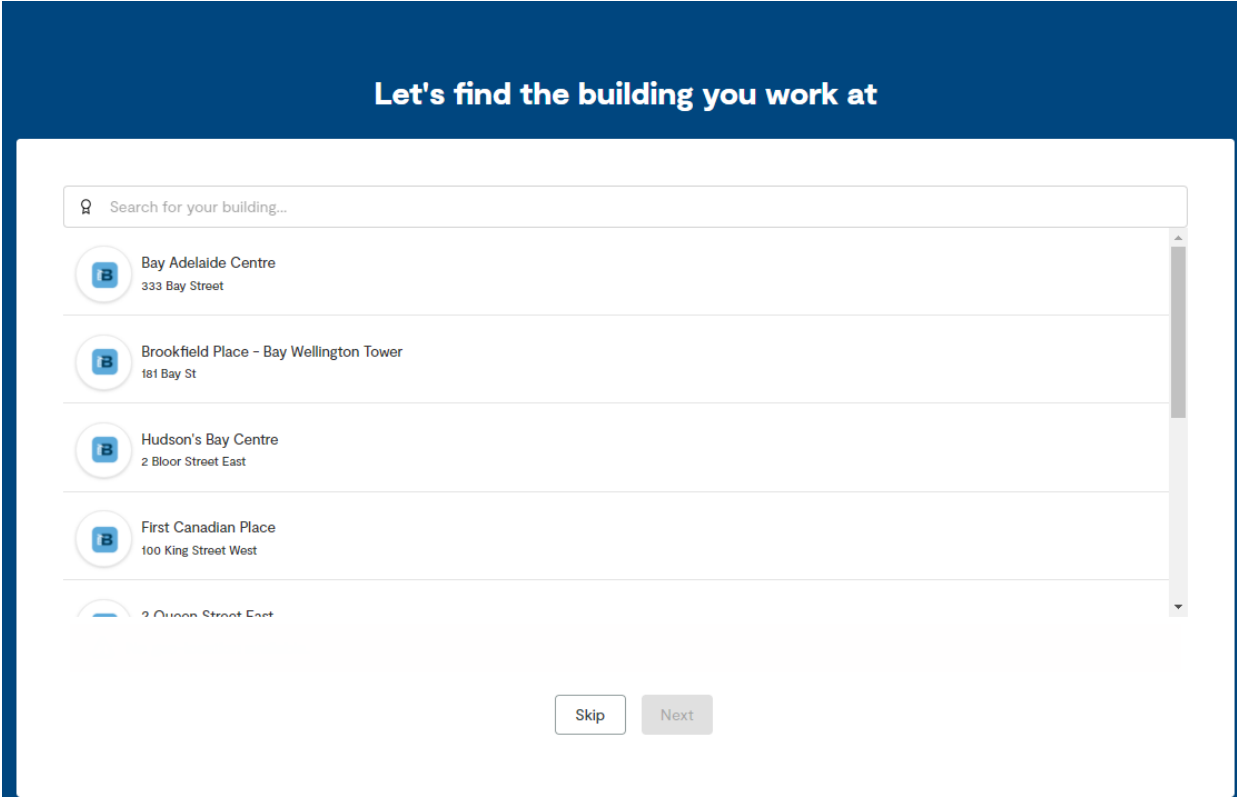


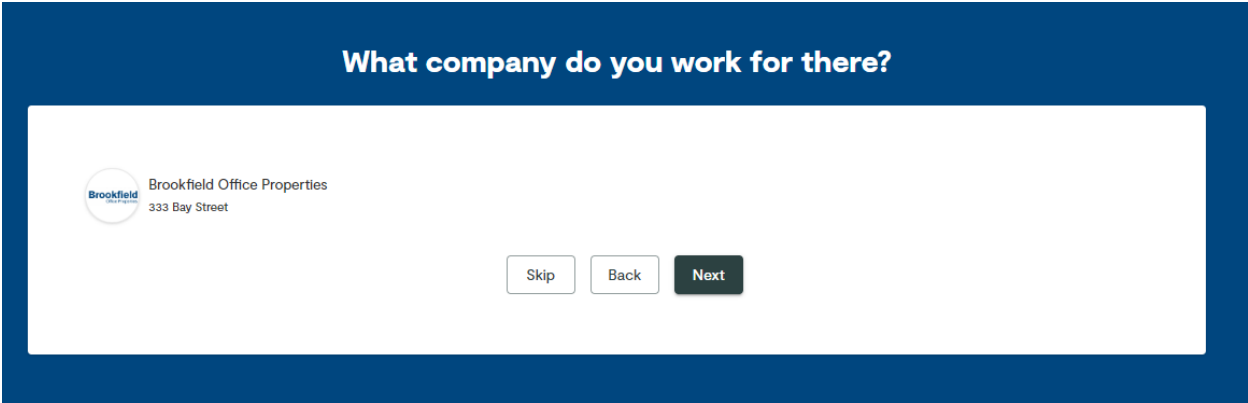
# 310 -SERV Registration on myB Tenant App Web Portal



Step 1: Visit our myB Tenant App Web Portal [page](#) and select your building.



Step 2: Select the company you work for.



Step 3: Fill out the registration form.


**Please ensure all your information is correct**


I have read and accept the Terms and Conditions


I have read and accept the Privacy Policy


[Back](#) [Create my account](#)




Step 4: Under the 'Work' Tab select the Tenant Handbook.


work, Jane Doe 

 Home

 **Work**


 Retail


   Bay Adelaide Centre



**You're all caught up!**

**Building Services**

 Return to Work Guide

 Tenant Handbook

**Step 5:** Select '310 -SERV' and submit your request.

The screenshot shows a web application interface. At the top, a navigation bar contains the text "Welcome to Bay Adelaide Centre, Jane Doe!" followed by a sun icon, a user profile icon, a gear icon, and a circular logo with the text "Bay Adelaide Centre". Below the navigation bar, there are two tabs: "310-SERV" (which is underlined) and "History". On the left side, there is a vertical sidebar with three menu items: "Home" with a house icon, "Work" with a briefcase icon, and "Retail" with a shopping cart icon. The main content area is a large blue rectangle with the following text centered on it: "310-SERV" in a large font, "Tenant Service Request" below it, a gear icon, "Service Request Types" in a smaller font, a list of service types: "Building Service - Cleaning - Electrical - Elevator - HVAC - Lighting - Loading Dock - Locksmith - Maintenance - Plumbing", and finally, "For all other requests" followed by "Contact Management Office" which is underlined.