



Below are the instructions for the Down to Earth Work Order System. Please use the below guide to help you communicate your concerns & questions to Down to Earth.

### **Instructions:**

1. From your browser, on a computer, tablet or smart phone, type in the website address:  
[dtelandscape.com/cpt/](http://dtelandscape.com/cpt/)
2. It will take you to the below Website for request submissions.

### **Service Request Portal Guide:**



Down to Earth: Community Name

Request Summary\*

Request Type\*

Requestor's Email\*

Address Information\*

Request Description\*

Requester's Name\*

Requester's Phone #\*

Files 10 MB File Size Limit