

## BOS:311 <a href="http://www.cityofboston.gov/311/">http://www.cityofboston.gov/311/</a>



Boston 311 empowers residents of Boston to report non-emergency issues to the City, such as graffiti and broken street lights, and access City services seamlessly over the phone, on social media, and via mobile app.



You can dial 3-1-1 using your phone to access BOS:311, but this tutorial will focus on how to use the website to quickly and easily access the services.

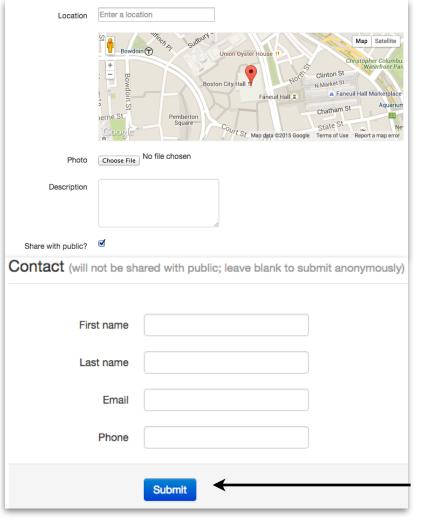
What is 311? 311 is an easy-to-remember telephone number that connects you with highly-trained Constituent Service Center representatives who are ready to help you with requests for no emergency City services and information. When can I call 311? Let's begin by stituent Service Center is open 24 hours a day, 7 days a week, 365 days a yea scrolling down to read What's the difference between 911 and 311? the frequently asked questions. Click on the Can I call 311 from my cell phone? question to see the Is calling 311 from my cell free? answers. Can you call 311 from a VOIP phone? Why can't I get through when I dial 311? Can I request city services and information without calling? How can I track my request?

**FAQ** 

## Scroll back up to see a list of Top Service Requests



Say you need to get a pothole fixed on your street. To begin, click on the link "Get a pothole fixed" to submit a a Pothole Report



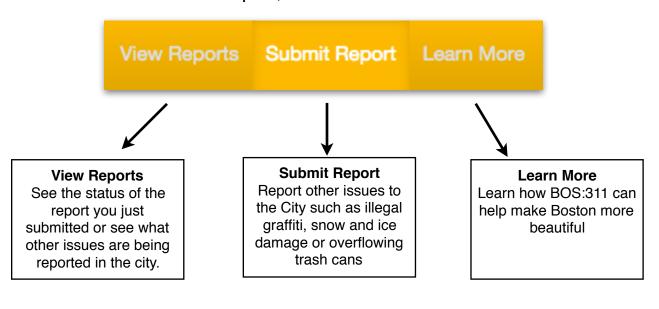
On the following screen enter:

- 1. The location of the pothole
- 2. A photo (if you have one)
- 3. A description of the problem

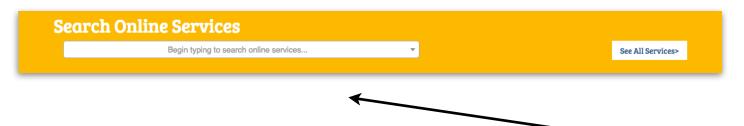
You will also be asked to write Contact Information, but you can choose to leave this blank if you wish to submit anonymously.

Click Submit and you're all set!

At the top of the screen you will see options to View Reports, Submit Report, and Learn More

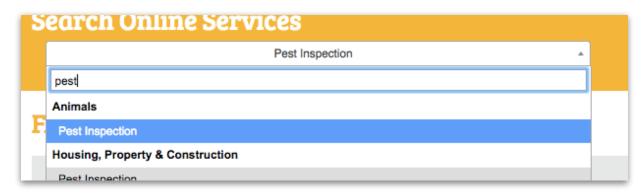


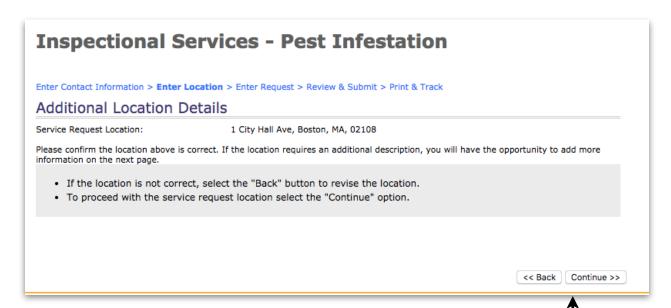
What if you are searching for a service that isn't a Top Service Request? For example, let's search for pest issues:



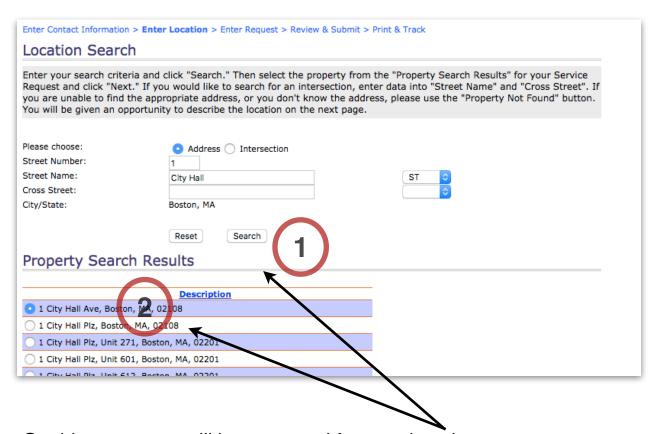
Since we know we want to address our bed bugs issue, let's use the **Search** feature. Otherwise, you can click "**See All Services**" for a complete list of BOS:311 services.

Notice that as soon as you start typing the service will come up. Click on "Pest Inspection" to begin.





Confirm that the location is correct, then click on "Continue."

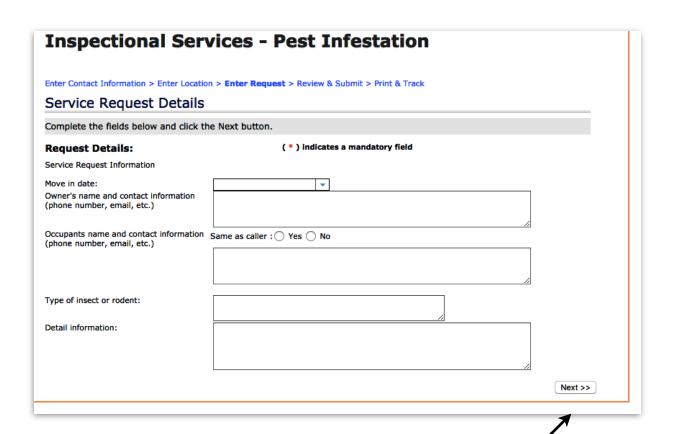


On this page, you will be prompted for your location:

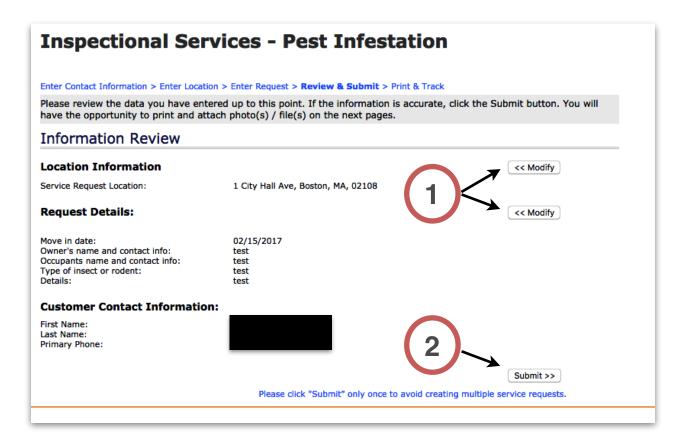
- 1. Enter your address, and click on "Search."
- 2. Select the correct address and click "Next."

## Inspectional Services - Pest Infestation Enter Contact Information > Enter Location > Enter Request > Review & Submit > Print & Track Additional Location Details Service Request Location: 1 City Hall Ave, Boston, MA, 02108 Please confirm the location above is correct. If the location requires an additional description, you will have the opportunity to add more information on the next page. • If the location is not correct, select the "Back" button to revise the location. • To proceed with the service request location select the "Continue" option.

Check to see if the location is correct, then click on "Continue."



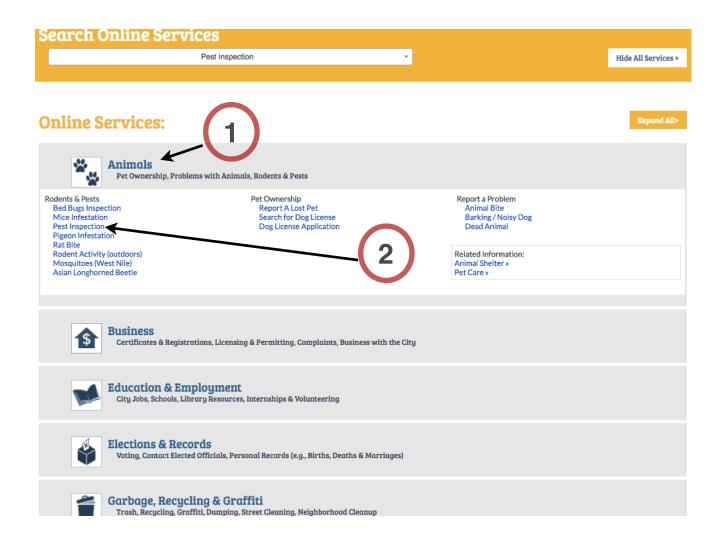
Enter the correct information, then click on "Next."



- 1. You can go back to modify the information at anytime by clicking on the "Modify" buttons.
- 2. Click on the "Submit" button when you are ready to report the Pest Infestation.

Not quite sure what category you'll find your request in?





- 1. Click on each heading to see a list of request categories.
- 2. Once you find what you're looking for, you can click on the blue link.

## YOU DID IT!