|  |  |
| --- | --- |
| **NextRequest Guide – REQUESTER** |  |

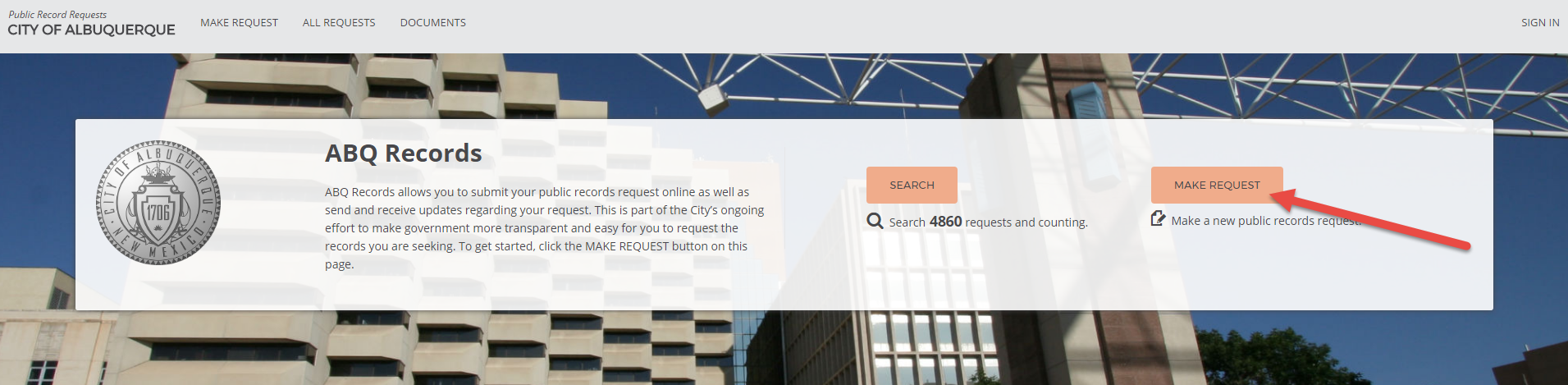
Work Instruction

**CREATING A GUEST ACCOUNT FOR NEXTREQEST:**

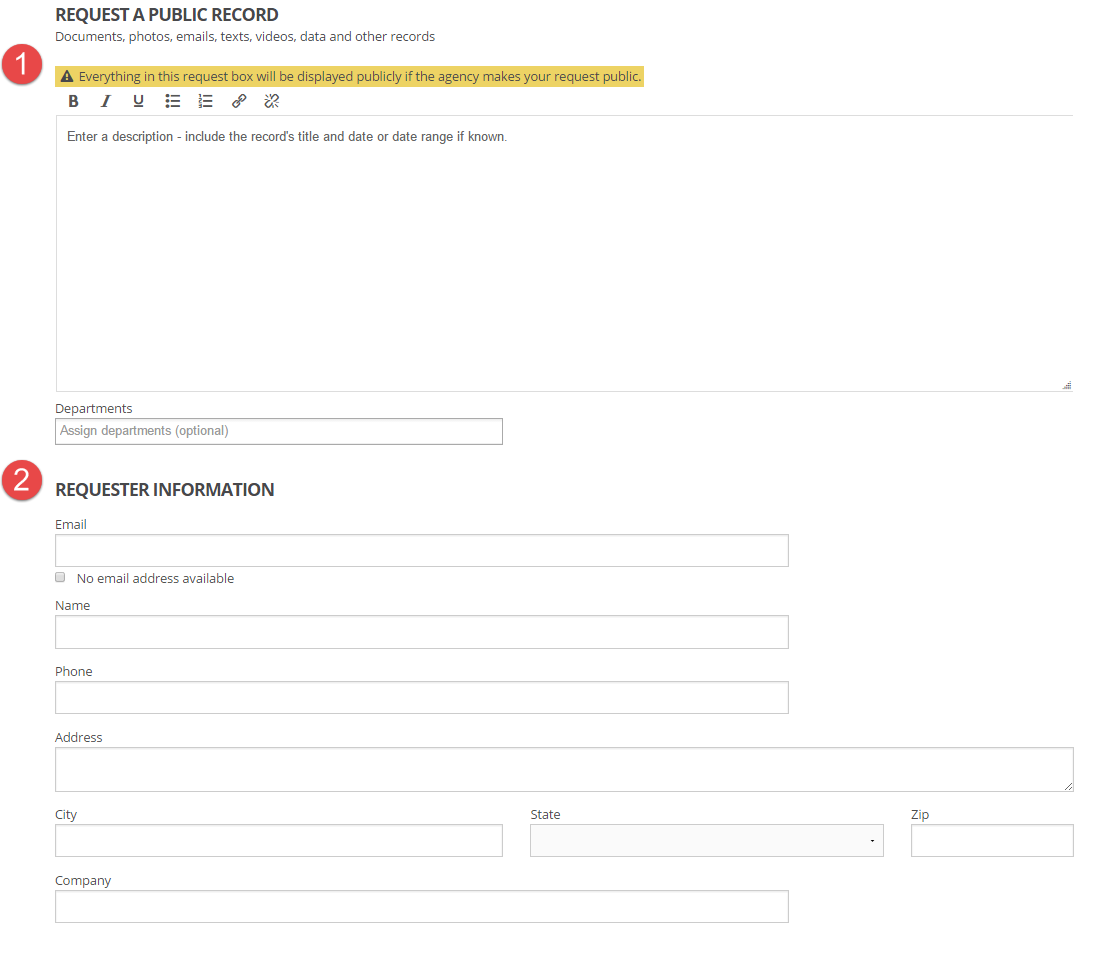
1. Go to [Abqrecords.cabq.gov](file:///C:\Users\e34272\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\VK1CII6N\Abqrecords.cabq.gov)
2. Click on REQUEST A PUBLIC RECORD:



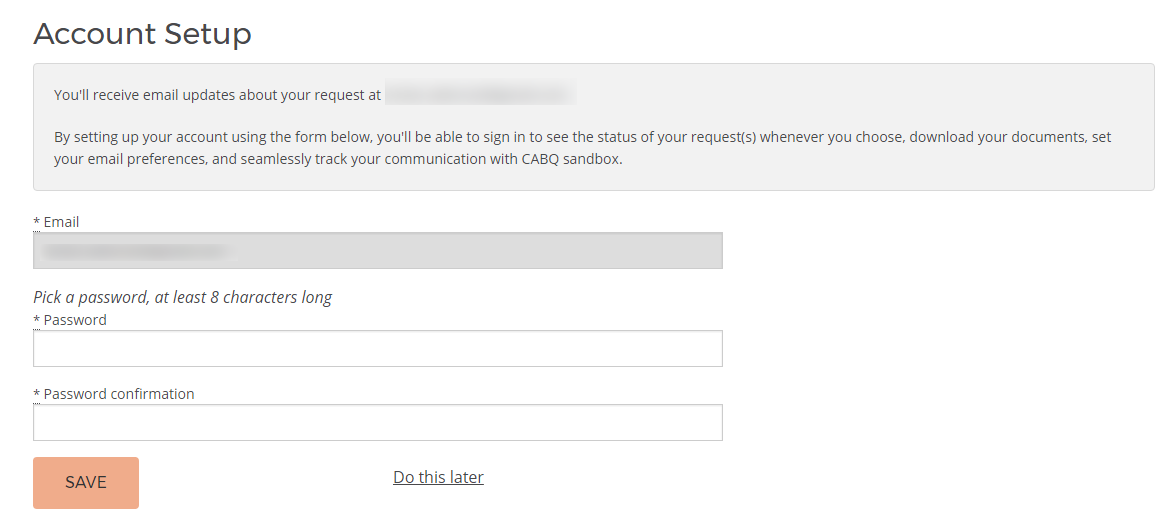
1. Click MAKE REQUEST:



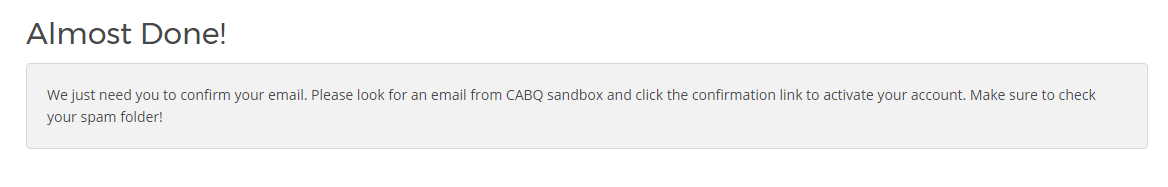
1. Enter request on the MAKE REQUEST page:



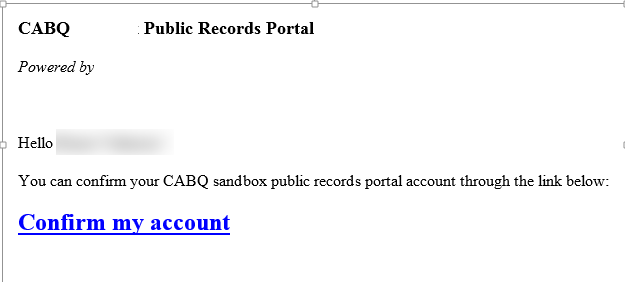
1. Create your password:



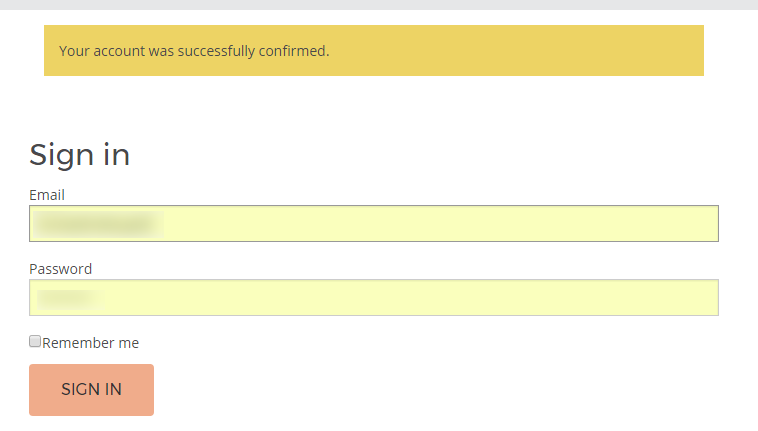
1. Refer to your email to confirm email address:



1. Click on the CONFIRM MY ACCOUNT link:



1. Enter your sign in you just created:

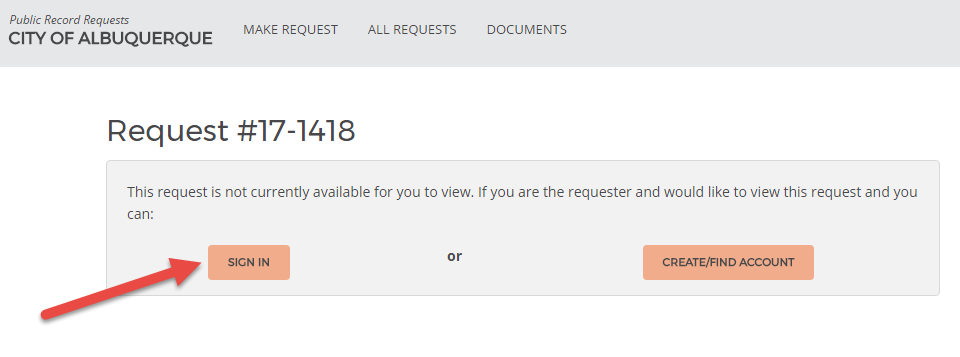


**VIEWING YOUR REQUEST AND CORRESPONDENCE**

1. Refer to the notification in your email with the request ID, and click on the link with the request number:



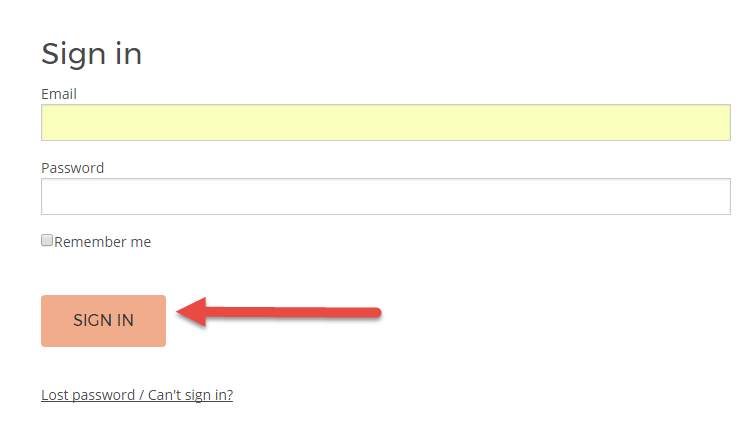
1. Click SIGN IN to sign into your profile:



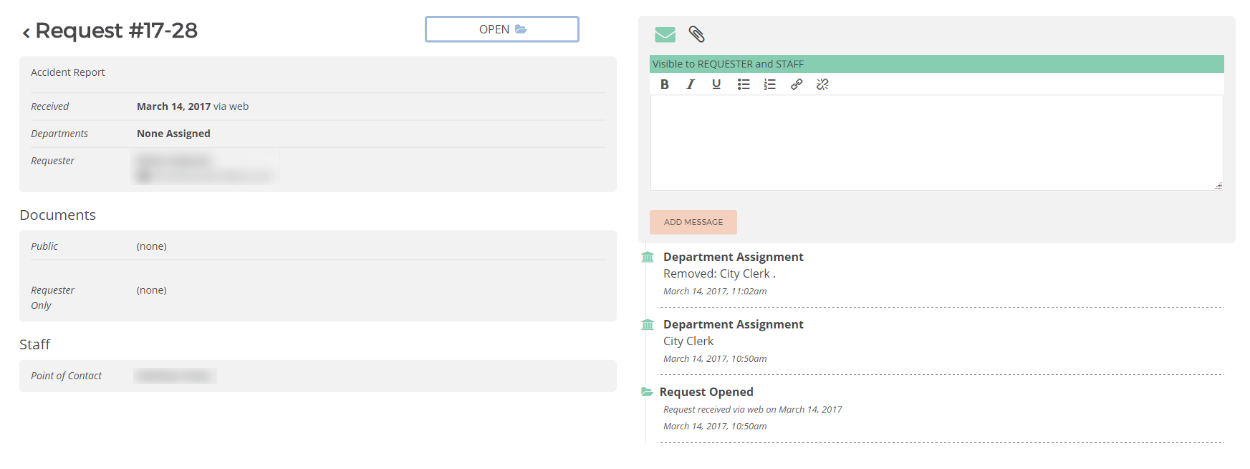
1. Enter your email and password:



1. Click SIGN IN:



1. View your request:

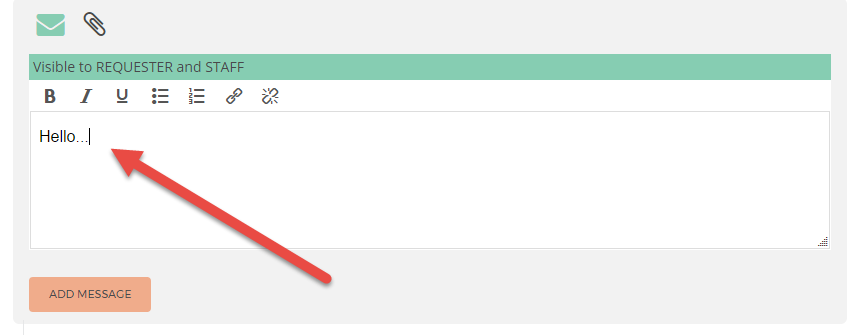


**SEND A MESSAGE TO CITY OF ALBUQUERQUE RECORDS CUSTODIAN (STAFF)**

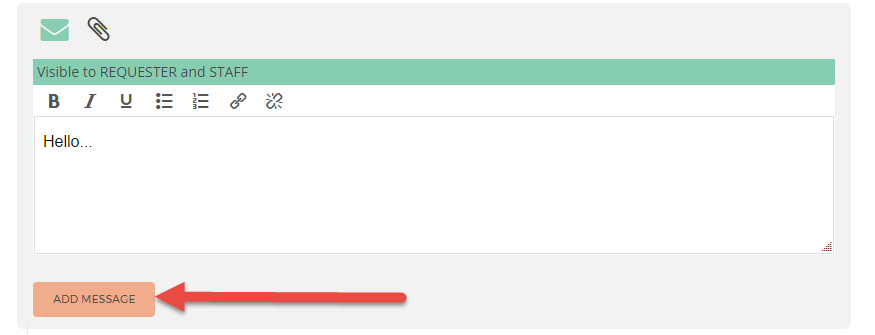
1. Click on the envelope icon:



1. Type your message:

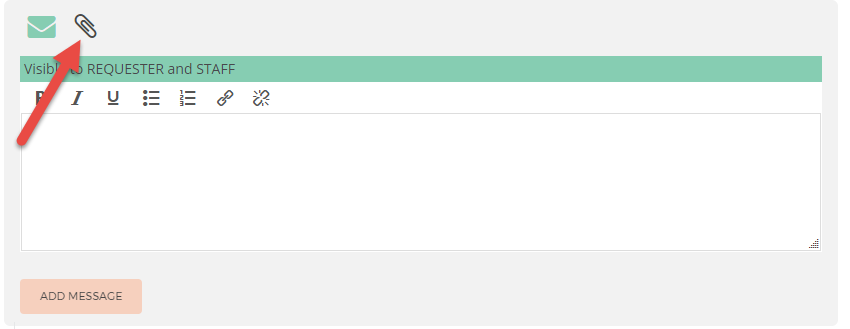


1. Click ADD MESSAGE:

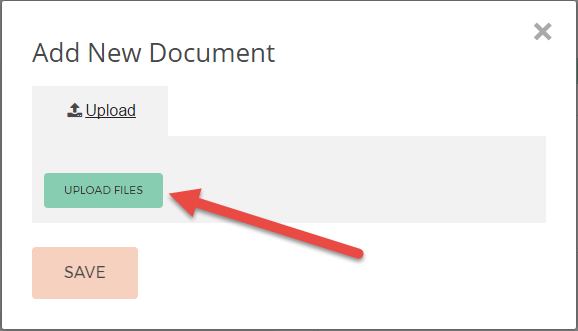


**UPLOADING AN ATTACHMENT**

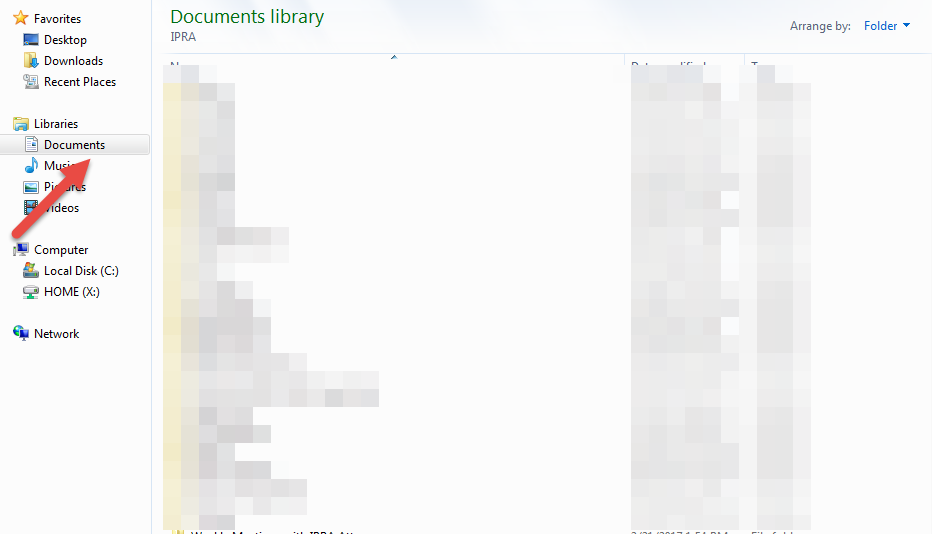
1. Click on the paperclip icon:



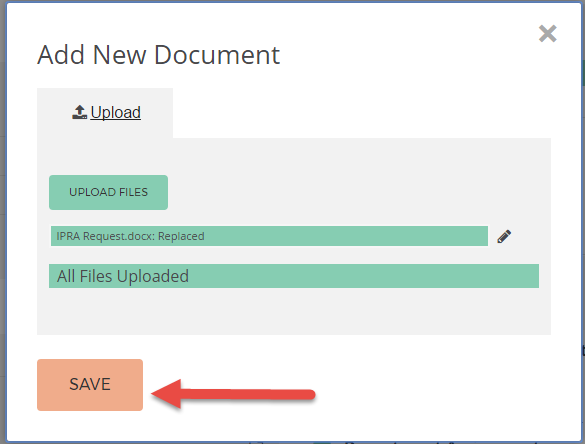
1. Click UPLOAD FILES:



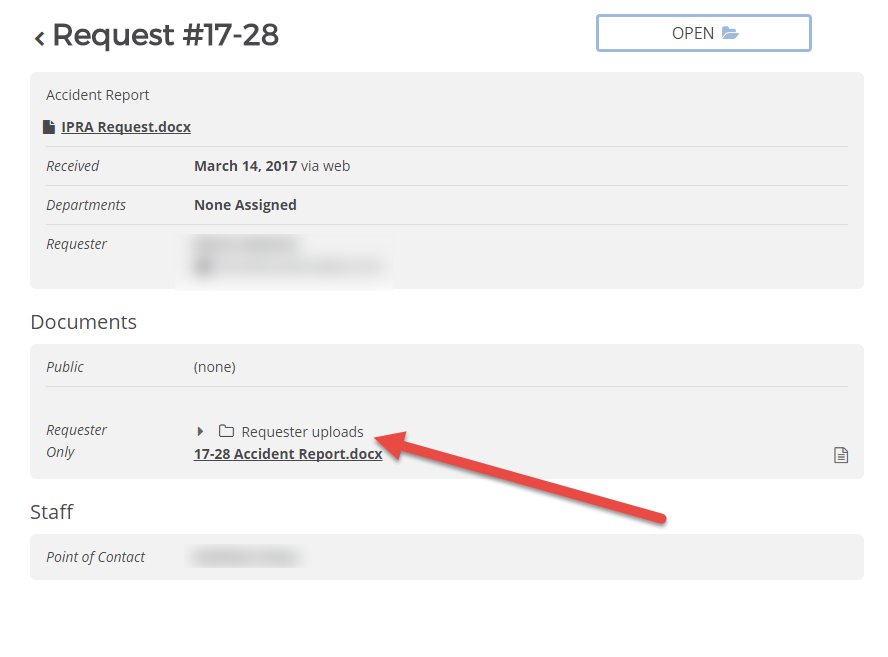
1. Click on document that you want to attach from your library (operating systems may vary):



1. Click SAVE:



1. Attachment will appear under the DOCUMENTS section:



**VIEWING RESPONSIVE RECORDS TO YOUR REQUEST**

1. Click on the link(s) to download the record under DOCUMENTS:

