1. **ACCESSING ASK STOCKTON**
   www.stocktonca.gov/AskStockton
   -or-
   www.stocktonca.gov

2. **SELECT A TOPIC**
   - Use the small arrow on the left of each category to view topics.
   - Click on the topic for more information.
   - Can't find the topic? Select the category "Can't find it?" and topic "Miscellaneous - Other"

3. **MAKE A REQUEST**
   - Each topic has basic information.
   - If your question is not answered, click on the "Make a Request For:" button.
   - Fill out the form and provide a description of the problem and an exact location.
   - Adding a photo is optional.

4. **SUBMIT REQUEST**
   - Once the form is complete, click on the "Submit" button.
   - If you have made reports before, you will already have a "username" and "password."
   - If this is your first report, you will be asked to provide contact information and create a "username" and "password."