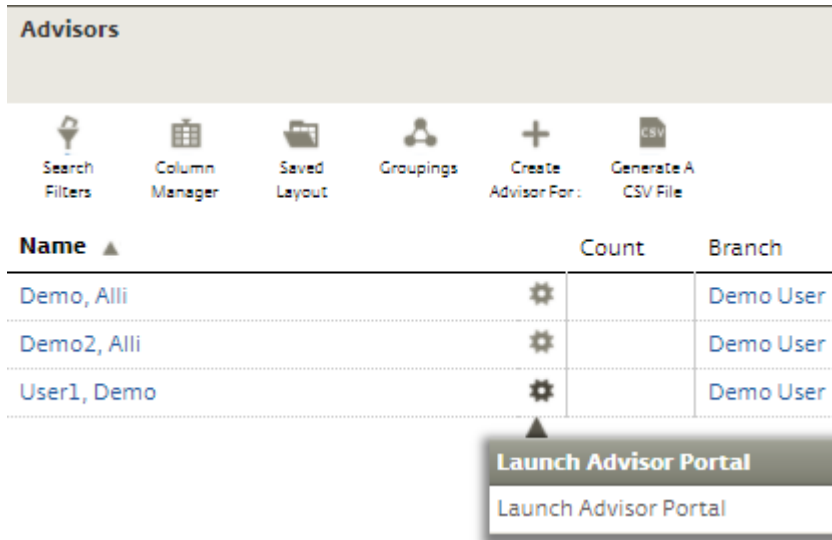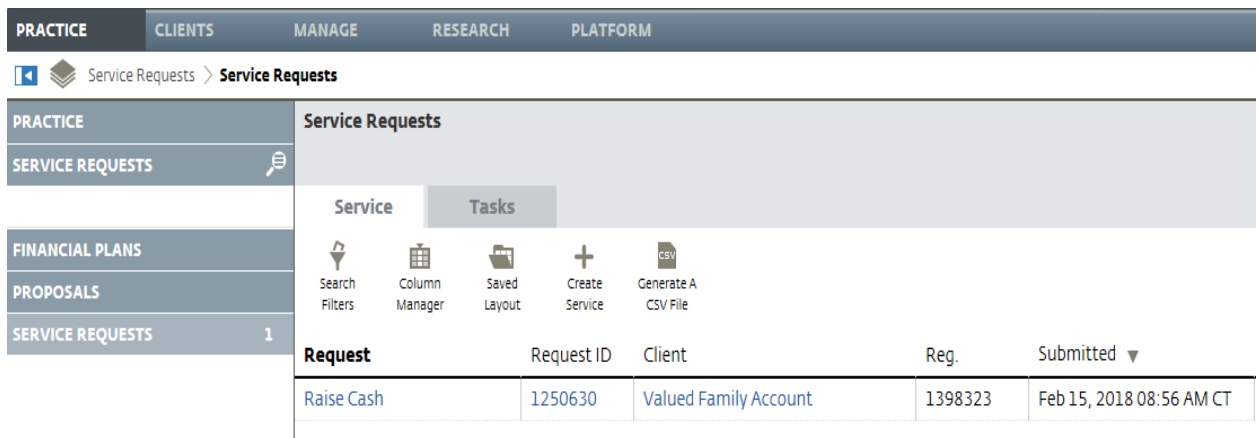# NAVIGATING SERVICE REQUESTS

1. Launch into the Advisor's Portal via Advisor Search (only for Staff, if you are the advisor go to step 2)
   - You will see the Advisor's Name in the top right hand corner if you have done this correctly.

2. Navigate to the **Practice Tab**
   - Locate **Service Requests** in the left sidebar menu
   - Click the **List Magnifier**

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3. Use the **Search Filters** icon to filter and locate specific requests