

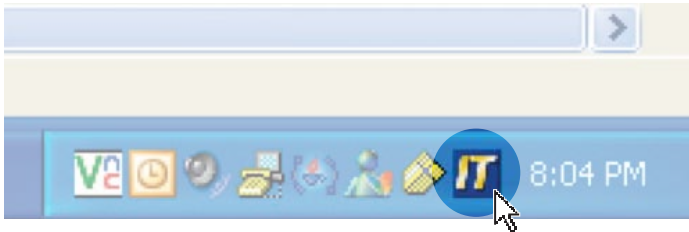


### How to contact inhouseIT for technical support:

You can contact inhouseIT for technical support online or by telephone.

#### Online support

To submit a Help Desk Service Request online, double click on the blue and yellow inhouseIT "IT" icon in the system tray of your PC. This is in the lower right hand corner of the screen.



This will lead you to the inhouseIT client portal login page, where you can submit a Help Desk Service Request. If the IT logo is not available, you can go to [www.inhouseIT.com](http://www.inhouseIT.com) and click the client login button. You can mark tickets as:

- Help Desk request (I want someone to call me today)
- Phone System Help

Our typical Help Desk response time is under 1 hour. Please note that Help Desk is available M-F from 6:00am to 6:00pm Pacific time. If you submit a Help Desk Service Request after hours, you will receive a call back the next business day.

#### Phone support

You can also contact Customer Care by telephone at 800-431-2760, option 3.

If you are calling outside of regular business hours, you will hear instructions on how to contact our 24x7 support.

**Email Help Desk support requests to [support@inhouseIT.com](mailto:support@inhouseIT.com)**

**Thank you for choosing inhouseIT!**