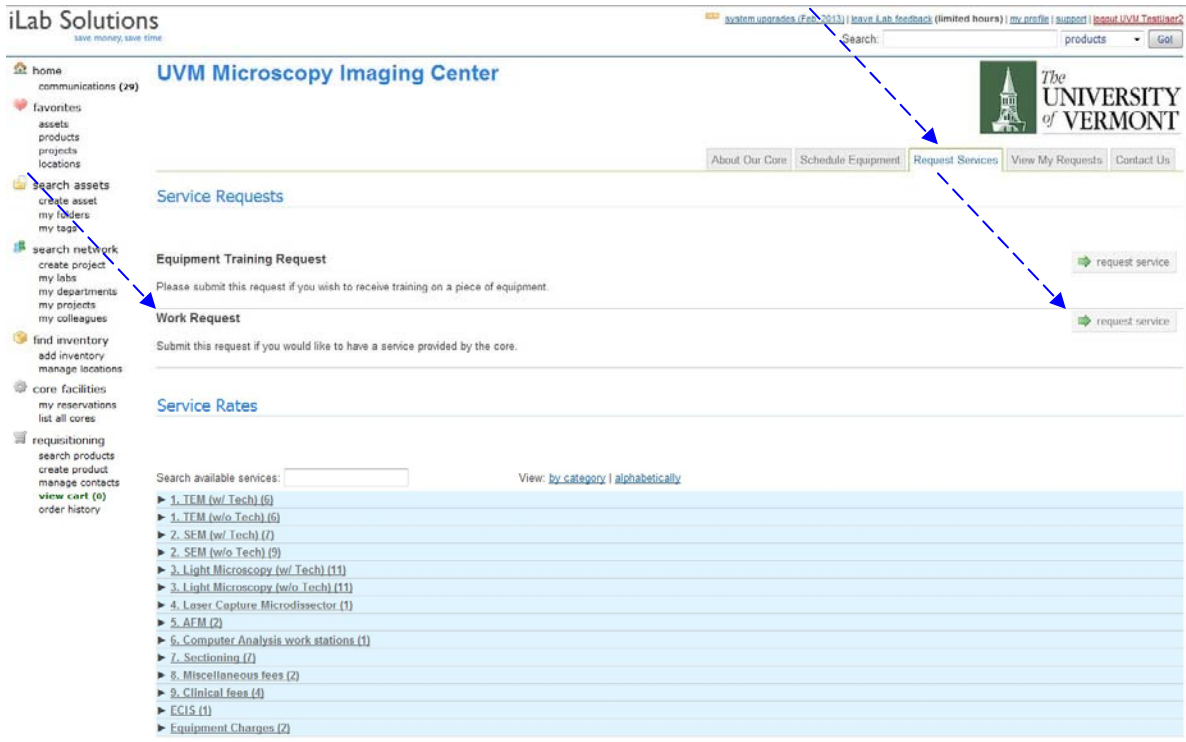# How to Submit a Work Request

1. Log in to your iLabs account.
2. Click on the Request Services tab. Under Work Request, click the "request service" button to the left of the screen.

3. Fill out the form with a description of the work you would like to be completed. When finished, click "save the completed form". A member of MIC staff will review the request and respond with an estimate for the work.
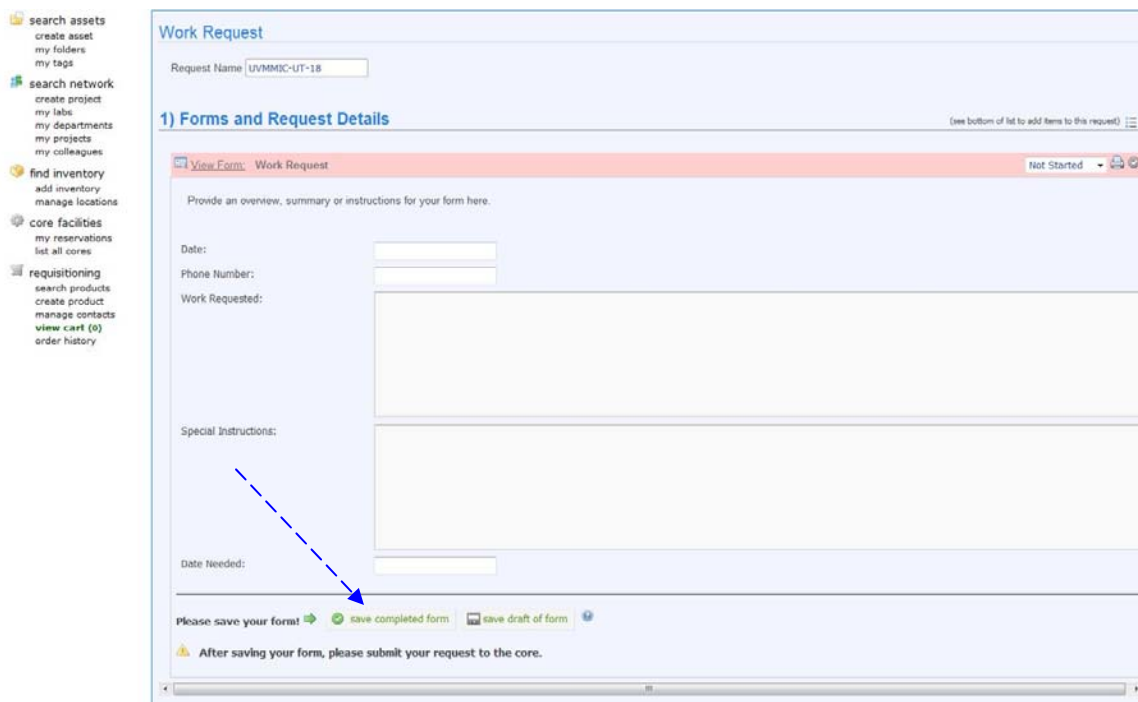
4. **If you have more than one chart string available for use, use the pull-down menu to select the correct chart string for this request. Click on "submit request to the core".**

5. **Your request has been submitted to the core. You will be redirected to your "View My Requests " tab. You will see that your new request has been assigned a service id with the status "Waiting for Core to Agree".**

6. **Clicking on the blue arrow on the left will allow you to open the request so you can see all the details of the request including when the order was placed, the information on the order form and the billing information including the cost of the request.**

7. **Once the facility has acknowledged receipt of your request, the status will change to "Waiting for core to Begin".**

8. **Once the facility has begun to work on your request, you will see the status change to "Processing" and upon completion of the work the status will change to "completed"**