

WELCOME TO THE MCCLOUD SERVICES CUSTOMER WEB PORTAL TUTORIAL



COMPUTER PREREQUISITES

- These are prerequisites for using the McCloud Customer Web Portal (<u>http://customer.mccloudservices.com</u>):
 - → Windows XP or newer.
 - Recommended browsers include Chrome, Firefox or Internet Explorer 9 or higher.
 - For IE 9 or higher, our website must be listed in Compatibility View settings, must be listed as a trusted site and must be allowed to have pop-ups.
 - → For any browser or browser add-on, must allow pop-ups.
 - → Adobe Reader 9.0 or higher
 - Internet access point and/or firewall must allow our website



LOGGING IN

McCLOUD	McCloud Services Customer Dashboard	viscus at www.mccloudservices.com
SERVICE SPECIALISTS SINCE 1904		Find a tutorial for this website at http://mccloi.dservices.com/resources/brochu
	Customer Portal + Log In	
	Envit	
	Password: Login	
	Request Access Foract password?	

Log in using your e-mail address **AND** the password sent to you in introductory e-mail.



HOME SCREEN

McCLOR SERVICE SPECIALISTS SIN					oud Services KAGING Dashboard		ww	w.mccl	visitus at oudservices.com
	Account	Information	Diagram	s Billing	Service Reports & Trends	Settings	Contact Us	LogOut	
ľ	Velcome, Value Recent Serv Last 30 Days Upcoming S Scheduled Date	Last 60 Day	s Last 90 Da	rys View AS	Request Service	Aint Level Green Vellow	# Of Locations	Trend	
	11/19/2012	Integrated Pest Management	PEST PACKAGING	Reschedule		Ocange Red	0		
	11/19/2012	Integrated Pest Management: Rodents	PEST PACKAGING	Beschedule	Condition - By Category		Activity - 90 D	ays	
	11/19/2012	Integrated Pest Management: Rodents	PEST PACKAGENG	Reschedule	No Open Deficiencies	60 40	HONCTLE AZ		
	11/26/2012	Integrated Pest Management	PEST PACKAGENG	Reschedule	no open bendendes	20	ADDAL DARCHE A		
	11/26/2012	Integrated Pest Management: Rodents	PEST PACKAGING	Reschedule	Favorite Reports				

This is the home screen, which shows a snapshot of your account. It also gives you options to:

- → View Recent Services for a specified time range
- View and Reschedule Upcoming Services
- → Request Service
- View Locations on Alert
- → View Open Conditions and Pest Activity
- → View your Favorite Reports



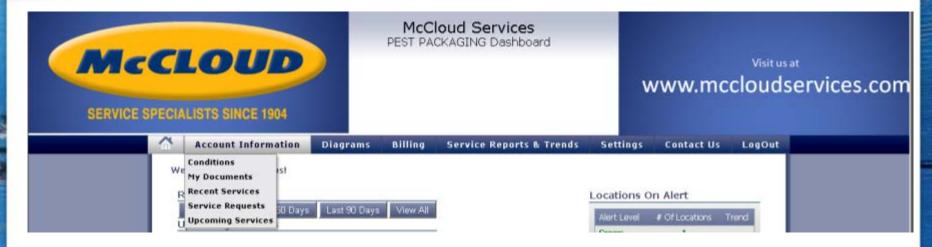
MAIN MENU

SERVICE SPECIALISTS SINCE 1904			CKAGING Dashboard	v	vww.mc	Visit us clouds	at services.com
Account Informat	on Diagrams	Billing	Service Reports & Trends	Settings	Contact Us	LogOut	

- Besides the Home screen icon, there are 7 main menu items:
 - Account Information
 - → Diagrams
 - → Billing
 - Service Reports & Trends
 - → Settings
 - → Contact Us
 - → LogOut



ACCOUNT INFORMATION MENU



- Conditions
- → My Documents
- → Recent Services
- Service Requests
- → Upcoming Services



ACCOUNT INFORMATION Conditions

	McCloud Services ST PACKAGING Dashboard	Visit us at www.mccloudservices.co	om
Account Information Diagrams B	illing Service Reports & Trends	Settings Contact Us LogOut	
	Account Information > Conditions		
Open Conditions & Recommendations		Condition Report	
Drag a column header here to group by that column			
Location Location # Device or Condition	Sevenity Responsibility Action Add Date	e Last Inspecter Emal	
No	o open conditions or recommendations.		

- Any "Open Conditions & Recommendations" will be detailed on this screen.
- → You may "View" or "Add" Comments from this screen.
- → You may also print a Condition Report from this screen.



ACCOUNT INFORMATION My Documents

	LOUD			loud Services CKAGING Dashboard	v	vww.mc	Visit us clouds	services.com
	Account Information	Diagrams	Billing	Service Reports & Trends	Settings	Contact Us	LogOut	
l l l l l l l l l l l l l l l l l l l		Safety Data Si	heets & Lab	formation > My Documents els Resources				
	Drag a column header here to Document	group by that coll Location	umn	Date Updated				
	Pest Packaging	[56000091] PE9 H0GGINS RD, H0 7220		i, 2500 W		<u>v</u>	en.	
	Pest Packaging Interactive Map	[56000091] PE HIGGINS RD, HO 7220				V	<u>ew</u> .	

- There are 3 tabs on this page
 - → 'My Documents' tab shows a list of available documents that you can "View"
 - → 'Material Safety Data Sheets & Labels' provides list of MSDS and Labels that can be viewed as well as access to a "Material Application Report" for that material.
 - 'Resources' tab provides links to other helpful tools, i.e. the McCloud website (www.mccloudservices.com)



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ACCOUNT INFORMATION Recent Services

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1.56.000	ISTS SINC	1000	Diagrams	Billing	Service Reports & Trend	s Settings	Contact Us	LogOut
				Account Infor	mation > Recent Services			
Rece	nt Services				* Pena	ing verification, i	nformation subject to	change
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10/1	0/2012 5	57002595	PEST PACKAGING	56000091	2500 W HIGGINS RD HOFFMAN ESTATES, IL	Integrated Pest Management	View Re	tos
10/2	/2012 5	57002594	PEST PACKAGING	56000091	2500 W HOGGINS RD HOFFMAN ESTATES, IL	Integrated Pest Management	View Re	eset
9/29	/2012 1	57002474	PEST PACKAGING	56000091	2500 W HEGGINS RD HOFFMAN ESTATES, IL	Integrated Pest Management	View: Rat	port
9/28	/2012 5	57002473	PEST PACKAGING	56000091	2500 W HEGGINS RD HOFFMAN ESTATES, IL	Integrated Pest Management	View Re	port
9/26	/2012 5	57002472	PEST PACKAGENG	56000091	2500 W HOGINS RD HOFFMAN ESTATES, IL	Integrated Pest Management	View Re	port
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8/29	/2012 5	57002390	PEST	56000091	2500 W HOGGINS RD HOFFMAN ESTATES, IL	Integrated Pest Management	View Re	test
0/77	/2012 5	57002389	PEST PACKAGING	56000091	2500 W HOGGINS RD HOPPMAN ESTATES, IL	Integrated Pest Management	View Re	

This page lists recent services for a specified date range (default is 90 days). Clicking on 'View Report' next to a service order will result in a new window showing a PDF of that service inspection report.



ACCOUNT INFORMATION Service Requests

McCLOU SERVICE SPECIALISTS SINCE				McClo PEST PACH	ud Serv (AGING Da			ww	w.mcclo	Visitus at oudservices.cor
	Account Inf	ormation	Diagrams	Billing	Service Rep	oorts & Trends	Settings	Contact Us	LogOut	
				Account Inform	ation = Service	Requests				
	Open Closed					Start Date:	E	nd Date:		
	Date Requested	Location	Location #	Location A	óáress	Pest	Requested By			
	9/21/2012	PEST PACKAGING	56000091	2500 W HE HOFFMAN	GGINS RD ESTATES, IL			View Comm	vents	
	2/20/2012	PEST PACKAGING	56000091	2500 W HI HOFFMAN	GGINS RD ESTATES, IL	Ants	Brandon Murphy	View Comm	vents	
	11/15/2011	PEST PACKAGING	56000091	2500 W HI HOFFMAN	GGINS RD ESTATES, IL	Ants		View Comm	<u>ients</u>	
	11/15/2011	PEST PACKAGING	56000091	2500 W HI HOFFMAN	GGINS RD ESTATES, IL			View Comm	<u>ients</u>	

- This page shows any Open Service Requests as well as a list of any Closed Service Requests, dependent on which tab is selected. A date range may be entered to filter the list.
- Clicking on View Comments will bring up a window showing the summary of the Service Request.



ACCOUNT INFORMATION Upcoming Services

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	Account	Information	Diegrams	Billing	Service Reports & Trend	s Settings	Contact Us	LegOut
				Account Inform	ution + Upcoming Services			
19	pcoming Se	rvices						
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		A STATE OF COULTAIN	up by that column					
	Service Date	and the second	Location PEST	Location #	2500 W HIGGINS RD	Service Description Integrated Pest		
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	11/19/2012	(Projected)	PEST PACKAGING	56000091	2500 W HIGGINS RD HOFFMAN ESTATES, 1,	Integrated Pest Management: Phore Monitoring	mone	
	11/19/2012	57003111	PEST PAOLAGING	56000091	2500 W HIGGINS RD HOFFMAN ESTATES, IL	Integrated Post Management	Resched	he is a second s
	11/19/2012	57003115	PEST PACKAGING	56000091	2500 W HIGGINS RD HOFFMAN ESTATES, 3.	Integrated Pest Management: Roder	nts Bescheck	ha l
	11/19/2012	57003118	PEST	56000091	2500 W HIGGINS RD HOFFMAN ESTATES, 1.	Integrated Pest Management: Roder	nts Resched	h .
	11/26/2012	57003112	PEST PAOCAGING	56000091	2500 W HIGGINS RD HOFFMAN ESTATES, 1	Integrated Pest Management	Rescheck	<u>h</u>
	11/26/2012	57003116	PEST	56000091	2500 W HISGINS RD HOFFMAN ESTATES, 1	Integrated Pest Management: Rode	nts Rescheck	h
	12/3/2012	(Projected)	PEST	56000091	2900 W HIGGINS RD HOFFMAN ESTATES, 3	Integrated Pest Management: ILT P	and the second sec	
	12/3/2012	(Projected)	PEST	56000091	2500 W HIGGINS RD HOFFMAN ESTATES, IL	Integrated Pest Management: Phero Monitoring		

This screen shows updated services. Included are date ranges to filter what is shown on the screen as well as the option to click a Reschedule link.



DIAGRAMS MENU

CLOUD	PEST PA	CKAGING Dashboard	www.mc	Visit us at cloudservices.com
Account Information	Diagrams Billing	Service Reports & Trends	Settings Contact Us	LogOut
Welcome, Mahi Kokkinos! Recent Services	View Diagram List Pest Packaging Interactive Pest Packaging	t Map	Locations On Alert	

- View Diagram List: Clicking this will give a list of available diagrams (facility maps or drawings), OR
- Clicking on an item in the sub-menu like "Pest Packaging Interactive Map" or "Pest Packaging" will take you directly to that document.



DIAGRAMS View Diagram List



- → This is a list of diagrams available for the facility.
- Clicking on the link for the diagram will open it in a new window.



DIAGRAMS Interactive Map

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Account Information	Diagrams Billing	Service Reports & Trends	Settings	Contact Us	LogOut
The Device Map C Color By Alert Level C Color By Evidence of Activity C Color By Pest Findings Start Date: 10/14/2012 End Date: 11/13/2012	12(10) 12(10)	DET	15 0	DØ	
Target Pest: P Fith Ries (house or blow) P Night Ries P Occasional Invaders P Show device names		001	002	ø	M
Refresh	REFERENCE				

Once a diagram is opened, note that all devices for the facility are listed on the diagram. Using our interactive features, the diagram can be displayed with different color codes and for different date ranges and Target Pests.



- Clicking the View Statement menu will open a screen which will show any unpaid invoices.
- Next to each open invoice is a link to view and print that invoice.
- The screen will also offer a link to a "Printer Friendly Statement"
- There is a link to "Make Payment" which allows credit card payments by choosing specific invoices to pay.



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Alerts Report: Run by date range to see changes in alert levels.

→

- **Inspection Report:** Service inspection reports for a specified date range, with or without prices and in summary or detail.
- **Service History Report:** Simple report for specified date range showing service history (date, service type, service specialist, time in and time out). Can be exported to raw data to open in another outside program, i.e. Microsoft Office Excel.
- Material Application Report: For a specified date range, shows materials applied by location. Options include graphing by date, exporting to raw data and viewing MSDS & Labels
- **Pest Finding Report:** For a specified date range, shows target pests and options to graph or export.
- Device Inspection Report: For a specified date range, see details for particular device types including materials applied, comments, pest findings, etc. in a report or exported to raw data.
- **Conditions Report:** Graph, Chart, View on-screen or Export to raw data for a date range details of conditions noted.
- Device Trend Report: By location for a specified date range, a purely visual report showing device activity/trends.

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	LOUD		oud Services KAGING Dashboard	w	visitus ww.mccloud	
-	Account Information Di	agrams Billing	Service Reports & Tr		Contact Us LogOut	_
	Report Options Date Range	Alert Level	Status	Format	_	
	C Last 30 Days C Last 90 Days C Last 6 Months C Last 1 Year Start Date: 10/14/2012 End Date: 11/13/2012	F Elevated	P Open	Run Report Chart/Graph Graph - By Service Chart - By % of Loc	Date	
	[Reset Fields]		1	Export To Raw Data	Save Report	
	Locations [Select None] [Expans Location Name	Alert Types	[Pest Threshold] [Cor	ndition] [All] State Zo	Alert Levels	

 Choose a date range, one or multiple alert levels and status to view on-screen, graph or chart. Also gives option to export to raw data.



INSPECTION REPORT

SERVICE SPECIAL	LISTS SINCE 1904		I Services SING Dashboard	www.	Visit us a mcclouds	
	Account Information Diagram	ns Billing Sei	rvice Reports & Trends	Settings Contac	ct Us LogOut	
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Loc	ext Fields]		est Threshold] [Condition] Ony State	[All] 20	Save Report	
and the second se	hthank Risekul 1966	Statution of the	HOFFMAN ESTATES IL		izams I Explore	

 View several detailed service inspection reports at one time for a specified date range.



SERVICE HISTORY REPORT

MCCLOU SERVICE SPECIALISTS SINCE			oud Services XAGING Dashboard	V	vww.mc	visit us at cloudse
Account Info		Billing	Service Reports & Trends	Settings	Contact Us	LogOut
Report Options	Serv	ice Reports &	Trends > Service History Report			
	C Last Start Dat	30 Days 90 Days 5 Months				
IReast Fields1	C Last : C Last : C Last : C Last : Start Dat End Date	30 Days 90 Days 5 Months 1 Year e: 10/14/2012	Run Report Export To Raw Data) Report

 See a service history report for a date range. This simple report shows service date, service type, service specialist, time in and time out. Data can be exported.



MATERIAL APPLICATION REPORT

CLOUD			www.mc	visit us at cloudservice
Account Information		Service Reports & Trends Is = Naterial Application Report	Settings Contact Us	LogOut
Report Options				- 1
Date Range C Last 30 Days C Last 90 Days C Last 6 Months C Last 1 Year Start Date: 10/14/2012 End Date: 11/13/2012	Materials Select All Advion Ant Gel Alpine Ant Gel Contrac All-Weather Blox WeatherBlok XT	M Application Info M Target	ntration Chart/Graph f Application Graph - By Senic Pests Export Applied To Raw Data cian Microfication	er Dati
[Reset Fields]		E.	Save	Report

For a specified date range, shows materials applied by location.
 Options include graphing by date, exporting to raw data and viewing Labels & SDS.



PEST FINDING REPORT

Account Information Diagrams Billing Service Reports & Trends Settings Contact Us LogO Service Reports & Trends + Pest Finding Report Report Options Date Range Target Pests Options Format C Last 30 Days Include Data Labels on Graph Run Report C Last 400 Days Include Data Labels on Graph Run Summary C Last 1 Year Hith Files (house or blo Include Pests Group Chart/Graph C Last 1 Year Hith Files (house or blo Include Pests Captured Graph - By Device Type
Date Range Target Pests Options Format C Last 30 Days Include Data Labels on Graph Run Report C Last 90 Days Include Data Labels on Graph Run Report C Last 6 Months Include Data Labels on Graph Run Summary C Last 1 Year Hide Beetles Finding Type Chart/Graph
Start Date: 10/14/2012 Image: House Mouse Image: Include Pasts Captured Origin: Dy Detect System End Date: 11/13/2012 Image: Include Meal Moths Image: Include Pasts Sighted Graph - By Pest Image: Include Pasts Sighted Image: Include Pasts Sighted Image: Ima

 For a specified date range, shows target pests and options to graph or export.



DEVICE INSPECTION REPORT

	LOUD		McCloud S PEST PACKAGING		w	/ww.mcc	visit us at Cloudservice
	Account Information	Diagrams	Billing Servic	e Reports & Trends	Settings	Contact Us	LogOut
Re	port Options	Servi	ce Reports & Trends > De	vice Inspection Report		2.00	_
S	Date Range Last 30 Days Last 90 Days Last 6 Months Last 1 Year tart Date: 10/14/2012 nd Date: 11/13/2012	Device Types Select AI Food Safety Audit Questions Insect Light Trap Sticky Interior Rodent Trap	Sections Comments F Materials F Pest Findings Question Respon	Options Only show devi Sort By Sort By C Date C Device Name	ces with activity	Format Run Report Export To Raw Data	
	exet Fields] ocations <u>[Select None]</u>	Expand All]	Alert Types <u>[Pest]</u>	hreshold] [Condition]	[All]	Save F	Report t Levels
		Addres			and the second se		

 For a specified date range, see details for particular device types including materials applied, comments, pest findings, etc. in a report or exported to raw data.



CONDITIONS REPORT

RVICE SPECIALISTS SINCE 1904		McCloud S PEST PACKAGIN			Visitus at www.mccloudservices
Account In			ce Reports & Trends	Settings	Contact Us LogOut
Report Options	5	Service Reports & Trends	» Conditions Report		
Date Range	Status Severity Level	Responsible Party	Area Types	Sort By	Format
 Last 30 Days Last 90 Days Last 6 Months Last 1 Year Start Date: 2/5/2013 End Date: 3/7/2013 	Open Image: High Resolved Image: High Image: Options Image: Options Image: Options Show Comments Comments	Customer Neighbors Pest Management Company To Be Decided	Select All	 Area Condition Location Responsibility Severity Status 	Run Report Chart/Graph Chart - By Location Chart - By Month Export To Raw Data
(Reset Fields)	t None] [Expand All] A	lert Types [Pest]	hreshold] [Condition]	[41]]	Save Report

 Graph, Chart, View on-screen or Export to raw data for a date range details of conditions noted.



DEVICE TREND REPORT

	LISTS SINCE 1904	PEST PACKAGING	Dashboard	www.m	Visit us at ccloudservice
	Account Information Diag	rams Billing Service	Reports & Trends	Settings Contact Us	LogOut
Rep	ort Options	Service Reports & Trends > De	wice frend keport		
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	End Date: 11/13/2012	Logbook Performance Review	-		
	at Fields] ations Alert Types [Pest Th	reshold] [Condition] [All]			We Report
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 By location for a specified date range, a purely visual report showing device activity/trends.



SETTINGS MENU

CLOUD			loud Services CKAGING Dashboard	w	/ww.mc	_{Visit us} clouds	at services.com
Account Information	Diagrams	Billing	Service Reports & Trends	Settings	Contact Us	LogOut	
Welcome, Mahi Kokkinos! Recent Services				Email Alerts Manage Users Edit Profile	Alert		

- → Email Alerts: Set the type of e-mails we send to you.
- <u>Manage Users</u>: Set up others in your company to access the web portal.
- → <u>Edit Profile:</u> Change your password.



SETTINGS Email Alerts

Account Information Diagrams Billing Service Reports & Trends Settings Contact Us LogOut Settings > Email Alerts Email Alerts (All Locations) Convently, no settings are defined at this scope. Settings will be inherited from the next highest scope with settings defined (if any). Check off the following boxes for the email alerts which you would like to subsorbe to. Alerts: Receive an e-mail notification each time a location changes alert status (white/yellow/orange/red). The email will include al of the alert- worthy items on that location. Deficiency Found: Receive an e-mail notification each time a deficiency is found on a device or area. Deficiency Found: Receive an e-mail notification each time a deficiency is found on a device or area. Deficiency Found: Receive an e-mail notification each time a pest threshold is exceeded during an inspection. Periodic Sinaphola: Receive an e-mail notification each time a pest threshold is exceeded during an inspection. Overnde settings stored at lower levels: Change Scope of Email Alert Settings	SERVICE SPE	CIALISTS SINCE 1904			w	ww.mcc	cloudserv	vices
Email Alerts (All Locations) Currently, no settings are defined at this scope. Settings will be inherited from the next highest scope with settings defined (if any). Check off the following bases for the email derts which you would like to subscribe to. Alerts: Receive an e-mail notification each time a location changes alert status (white/yellow/orange/red). The email will include al of the alert-worthy items on that location. Deficiency Found: Receive an e-mail notification each time a deficiency is found on a device or area. Deficiency Found: Receive an e-mail notification each time a deficiency is found on a device or area. Periodic Snapshot: Receive an e-mail notification each time a pest threshold is exceeded during an inspection. Periodic Snapshot: Receive an e-mail notification each time a pest threshold is exceeded during an inspection. Owende settings stored at lower levels.		Account Information	Diagrams Billing	Service Reports & Trends	Settings	Contact Us	LogOut	
		Check off the following boxes for the Check off the following boxes for the Alerts: Receive an e-mal notifical worthy items on that location. Deficiency Found: Receive an e- Detailed Inspection Report: Re Periodic Snapshot: Receive an Pest Threshold Exceeded: Receive	email alerts which you would I tion each time a location chang -mail notification each time a d sceive an e-mail copy of the In alert report on a timed schedu eive an e-mail notification each	like to subscribe to. ges alert status (white/yellow/orange/re eficiency is found on a device or area. spection Report each time a service is o de.	d). The email will i ompleted.			
		Change Scope of Email Alert	: Settings	Save				
		Location Name All Locations	Address	ūty		70		

Mark which e-mail alerts you prefer to have sent to you.



SETTINGS *Manage Users*

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		Diagrams	Billing	Service Reports & Trends	Settings	Contact Us	LogOut	
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		Chris		McCloud			Delete	
	darrenwest@mcdoudservices.com	Darren		West			Delete	
	davidrozanski@mccloudservices.com	David		Rozanski		0.000	Delete	
	davidvuknis@mocloudservices.com	David		Yuknis			Delete	
	jeffjones@mccloudservices.com	Jeff		Jones			Delete	
	jeftrevdawes@mccloudservices.com	Jeffrey		Dawes			Delete	
	lakusper@mccloudservices.com	Liz		Kusper			Delete	
	marthacannon@mcdoudservices.com	Martha		Cannon		10000	Delete	
	michaelwaiters@mccloudservices.com	Michael		Walters			Delete	
	radneyjohnstan@imccloudservices.com	Rodney		Johnston			Delete	
	ryanfelkamp@mccloudservices.com	Ryan		Feikamp		Edit	Delete	
	and the strengthere							
- 8	Acid New User							

 Add new users. When adding the users, you control which locations they access and their rights. You can edit or delete those users as well.



SETTINGS Edit Profile

LOUD		Ioud Services CKAGING Dashboard	v	vww.mc	Visit us clouds	at services.com
Account Information	Diagrams Billing	Service Reports & Trends	Settings	Contact Us	LogOut	
 Edit Profile	5+	ttings = Edit Profile				
Email:	mahikokkinos@mcdoudservi	ces.com				
Password:						
First Name:	Mahi					
Last Name:	Kolikinos					
	J	Save Cancel				

→ Change your password on this screen.



CONTACT US MENU

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- Request Service
- Ask a Question
- Update Account Information



CONTACT US *Request Service*

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٠	Account Information	Diagrams	Billing St	ervice Reports & Trends	Settings	Contact Us	LogOut		
				Contact Us + Ret	juest Service				
			Request Ser	PEST PAOCAGING					
			Location: Area:	No Area Selected Select Area			_		
			Pest Sighted:						
			Name:	Mahi Kokkinos	and and a second se				
			Phone:				_		
			Email:	mahikokkinos@mccloudservice	75.4				
			Contact By:	@ Email C Phone	Time:	Anytime 💌			
			Comment:						
						ک ی			
				Sub	nit				

 Fill out the form to e-mail to our customer service department your request for service.



CONTACT US Ask a Question

	CLO PECIALISTS S	INCE 1904	ľ	McCloud PEST PACKAGI				Visit us at www.mccloudservices.co
Account I	nformation	Diagrams I	Silling	Service Reports & Trends Contect Us » As	Settings sk a Question	Contact Us	LogOut	
		Contact Subject: Location	Ask a l	Question PACKAGING				
		Message:						
				Sub	mit			

Type your question and submit. You'll be contacted with an answer!



CONTACT US Update Account Information

SERVICE SPECIALISTS SIM			I Services ING Dashboard	Visit us at www.mccloudservices.com
Account Information	Contact Us Subject: U	S Update Account Info PEST PACKAGING	Settings Contact Us date Account Info	LogOut

 Request updates or changes to your account information and you'll be contacted to verify so we may complete those changes.