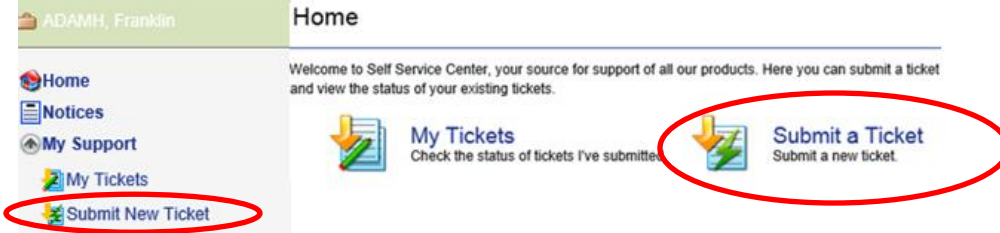


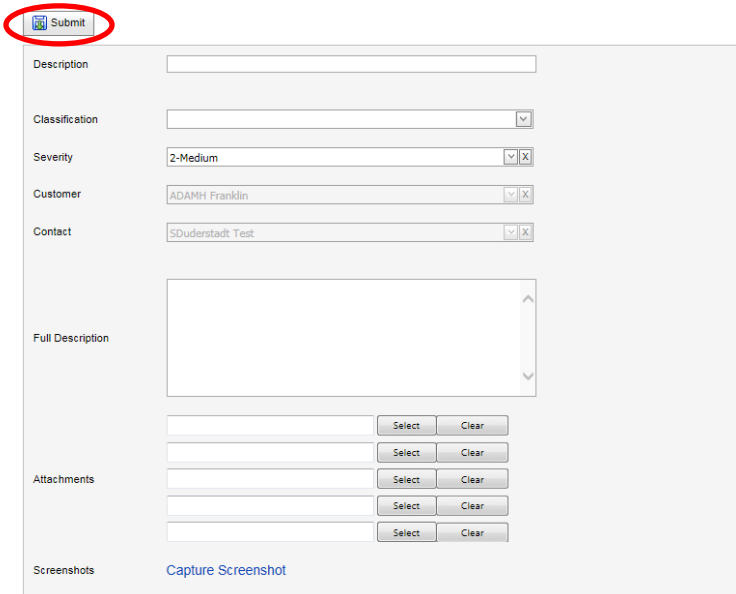
Description: This document will show you how to submit and access your 3C Hotline tickets to ADAMH.

Instructions:

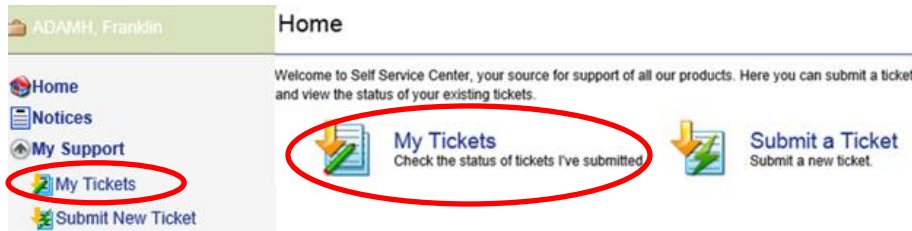
1. Log into the Self Service Center (<https://tracker.phaseaware.com/3CHelpdesk/>)
2. To submit a ticket, click on “Submit a Ticket”



3. Fill out the necessary information, making sure to select the most appropriate classification of your issue to ensure it is routed to the proper party, and click **Submit**.



4. You may track the status of your ticket or respond to and update the ticket by clicking on “My Tickets” to view your open tickets.



All activity with your ticket (submission, updates, and closure) will notify you via email.