### 1. Please visit our website at, <u>www.firstenergycorp.com</u>.



#### 2. Please select **Customer Service** from the header menu.



Our Commitment

We are committed to making customers' lives brighter, the environment better and our communities stronger.

ttps://www.firstenergycorp.com/our\_electric\_companies\_home.html

### 3. Please select **Request Services**, from the drop-down menu.



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#### 4. Please select Streetlight or Outdoor Area Light Problem, from the left menu.



5. Please begin answering the following question to report the situation.

Additional questions will appear as you continue.

Please then select if you are reporting a single or multiple streetlights to continue.



6. Please select one of the following methods to continue.

If you do not have an account or your account number, please select **No Account** to continue.



7. Please fill out the prompted information and click  $\ensuremath{\textbf{NEXT}}$  .

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|--|--|--|
|  | Outages<br>Report Power Outage<br>My Outage Information<br>Outage Help<br>Streetlight or Outdoor Area<br>Light Problem<br>Storm Information<br>Planned Outages | Streetlight Problem     Account late        Account late        Account late     Accoun |

8. Please verify and select the address that is prompted and click next.



# 9. Please answer the following questions to help provide details around your lighting problem. Once completed, please click **NEXT**.



10. Please verify that the information you've entered is correct. If you need to make a change, select the **Edit** button. If no changes are needed, please click **Submit**.



#### 8. Please be advised:

Once your request has been submitted, you will be provided with your **Work Request Ticket Number.** Our Customer Care Team will forward your request to the correct team.

We will assess the problem and attempt to make most routine repairs, such as a bulb or photocell replacement as soon as possible. Sometimes, however, repairs take longer depending on the severity of damage and the amount of work that needs to be done. Our goal is to schedule these repairs as soon as possible.

## Please take note of your Work Request Ticket Number. Please refer to that number for future inquiries.

Thank you!