INSTRUCTIONS TO ACCESS THE SPACE REQUEST FORM ON ACRES
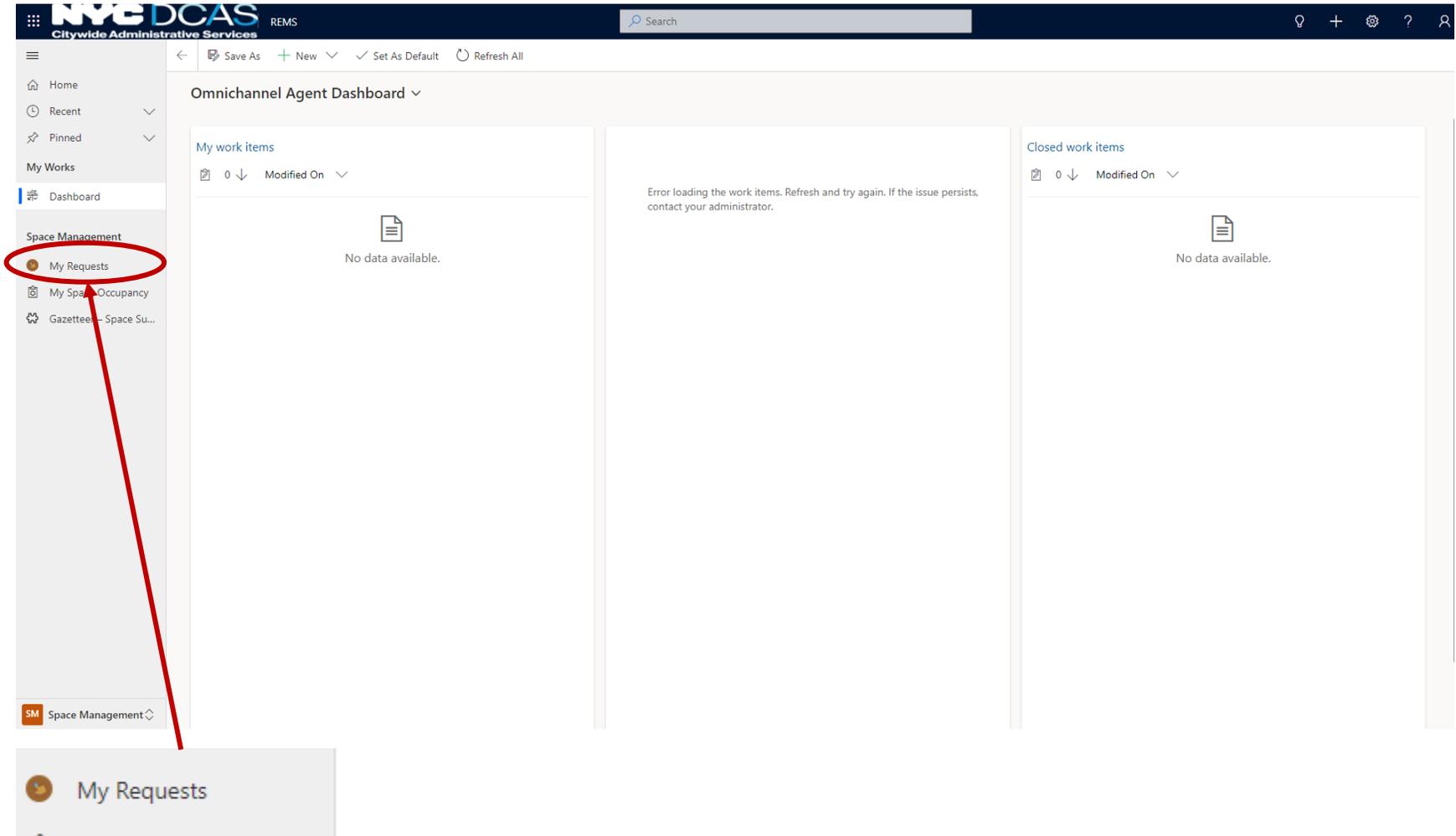
1. **Use this link:** https://acres.crm9.dynamics.com/
2. **Log in using your city network log in and password (same as your work computer)**
3. **If you see this page, click on the box labeled "REMS" – Real Estate Management System**
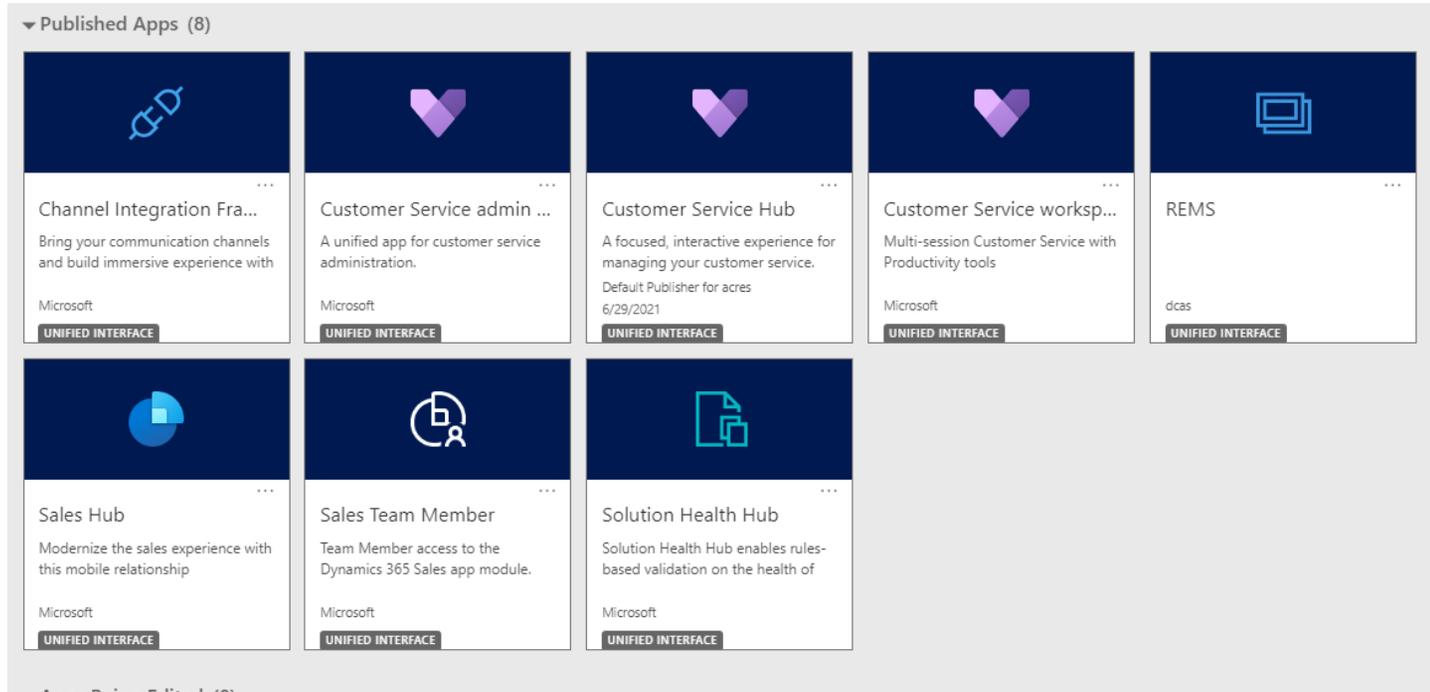
4. **On the bottom left corner of the page, make sure you are in the "Space Management" section**
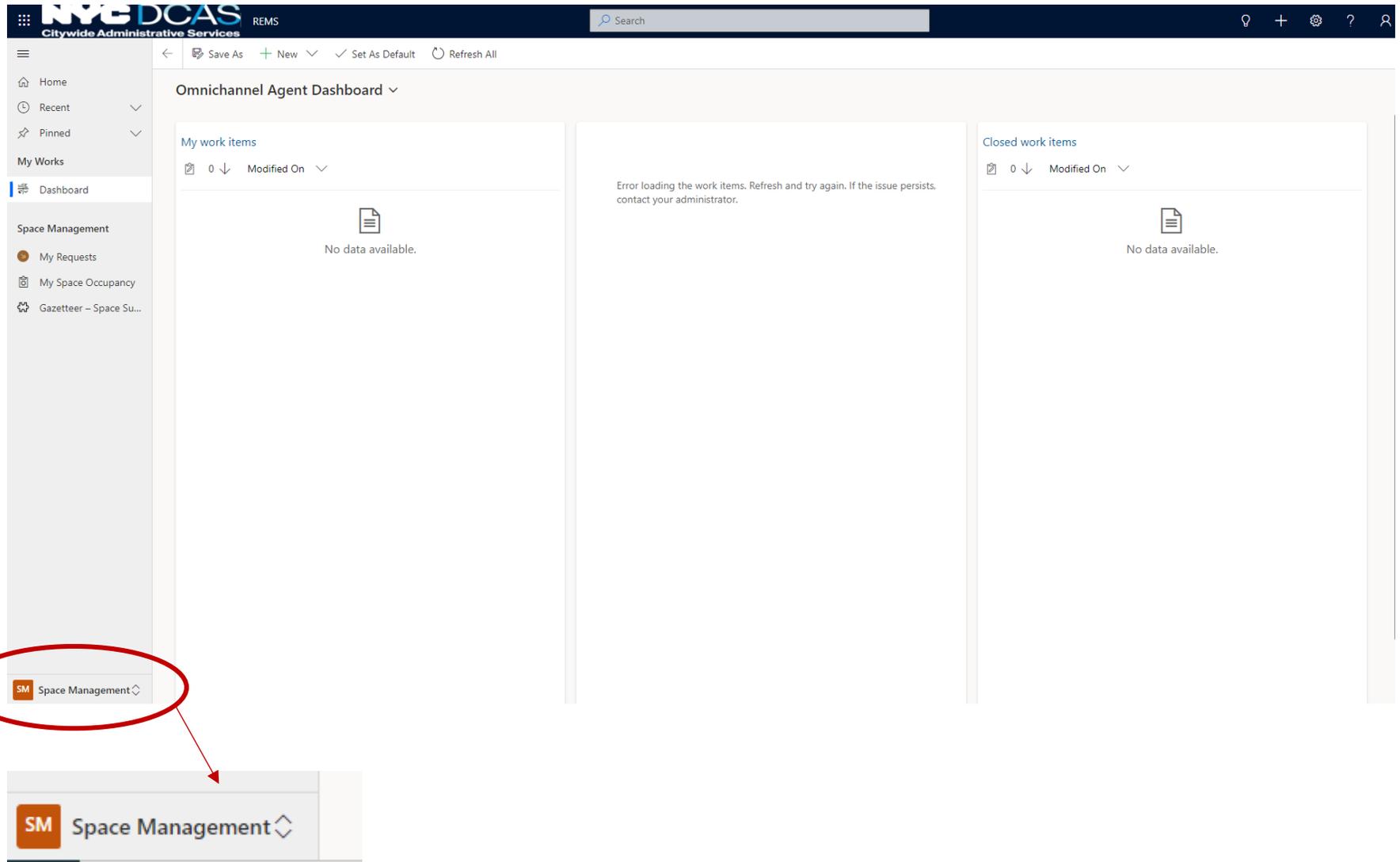
5. **Click on "My Requests" on the left side menu on the screen:**

6. **Click on the green plus sign at the top to start a new request:**

7. **On the top right corner of the page, select the appropriate Request Type:**
   - **For an existing facility that needs to be relocated, choose "Relocation"**
   - **For an existing lease that needs to be renewed, choose "Space Renewal"**
   - **For an existing facility that requires additional space in the same location, choose "Expansion"**
   - **For an entirely new program that does not currently have a facility, choose "New Space Request"**

8. Fill out the form. You must complete all required fields to submit the form.

9. If your primary space type is Office or Warehouse, and the request is for relocation/expansion/new space, the form will automatically calculate a cost estimate based on borough and headcount. You do not need to contact DCAS for cost numbers.

10. E-signatures are not required in the form. The person filling out the form is responsible for ensuring the necessary internal approvals for your agency are obtained. Agencies may choose to collect signatures and upload them to the space request as an attachment.

11. Make sure you save the form at the top of the page:
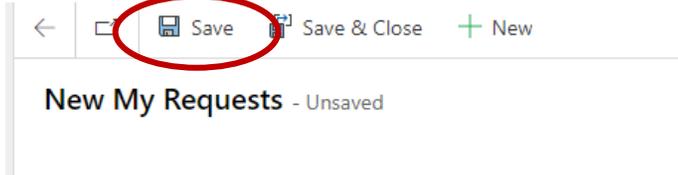
12. Note: You may have to fill in required fields before the system will allow you to save the request.

13. After saving, you will see the option to upload a document or submit the form. You can also Save and Close the form to come back to it later.
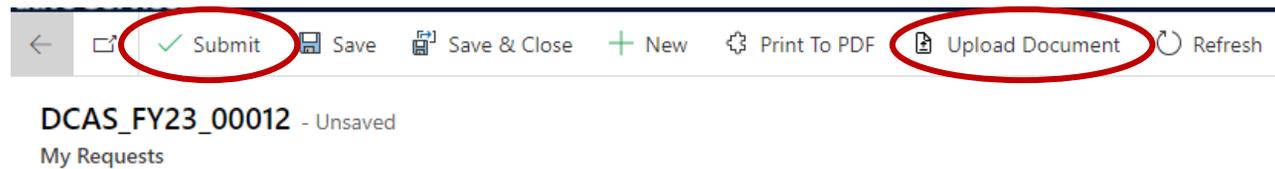
14. Once you submit the form, it will become visible to DCAS and OMB. The form will then go to OMB for conceptual approval. You cannot edit the form after it has been submitted.

15. All draft and submitted space requests are visible on your My Requests page. You can also see if a request is conceptually approved on this page.

16. Please contact DCAS IT at acresportalsupport@dcas.nyc.gov with any technical issues.