

How to Submit an ARC Request

Step 1: Visit the ARC Website

Go to: www.arctracker.com/thegates

Step 2: Log In or Register

- Existing users: Log in using your email address
- New users: Select “**Register a New ARC Tracker Account**” and follow the prompts

Step 3: Start a New Request

Click “**New Architectural Request**”

Step 4: Select the Type of Work

- Choose the option that best matches your proposed improvement
- If none apply, select “**Other**.”

Step 5: Review the Guidelines

Carefully read the Guidelines for the selected Type of Work

Step 6: Complete Required Fields

- Fill in all fields marked with an asterisk (*)
- These fields are required in order to submit your request

Step 7: Upload Required Documents

- Upload all required documents in the **Attachments** section
- Required documents are listed in the Guidelines

Step 8: Pay the ARC Fee

A **\$25 ARC fee** is required for all submissions. You may:

- Pay online by credit card using “**Pay Now**.”
- Mail or drop off a check to **Sentry Management** (101 W. Mulberry Blvd, Suite 225, Savannah, GA 31407)

Step 9: Submit Your Request

Review all information for accuracy, then submit your ARC request for review