Public Affairs Productivity Portal (P3) Resource Guide

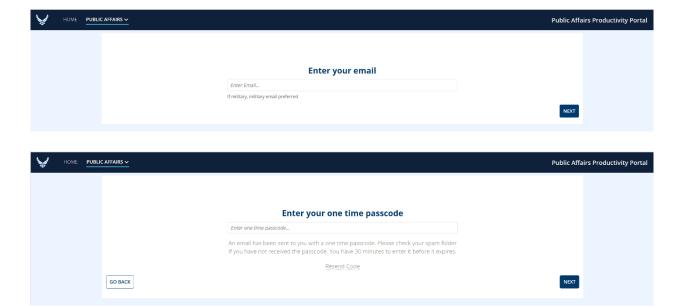1. **Access the Portal**
   - Click on the link provided to open the **Public Affairs Productivity Portal**.
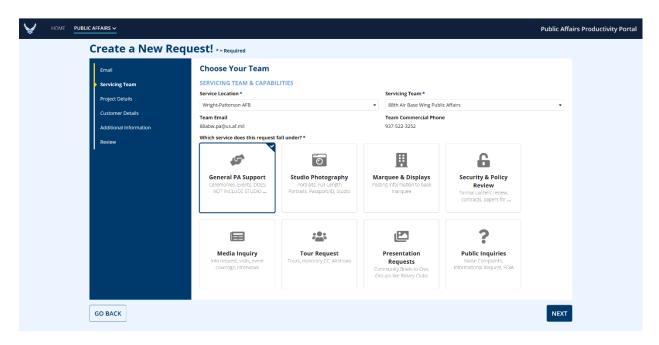   - **Choose** "Public Affairs" from the options presented.

2. **Log In**
   - **Enter your email** address in the designated field.
   - Wait for a **temporary code** to be sent to your email.
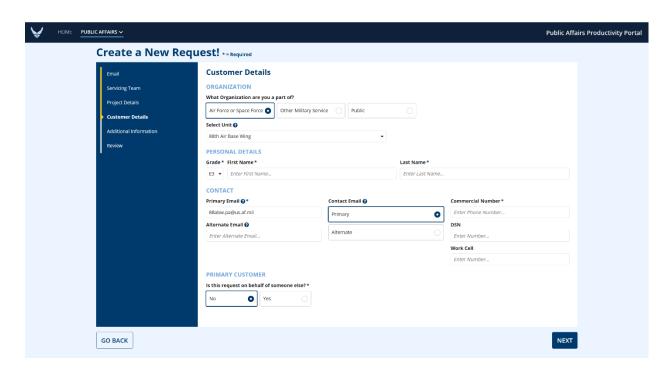   - **Input the temporary code** you receive to continue.

3. **Create a New Request**
   - Under **Service Location**, select **Wright-Patterson AFB** from the dropdown.
   - Under **Servicing Team**, choose **88th Air Base Wing Public Affairs**.
   - For **Service Type**, choose the service you need.
     - ○ **Note**: For most requests (other than scheduling a studio appointment), choose **General PA Support**. This option covers most standard Public Affairs services.
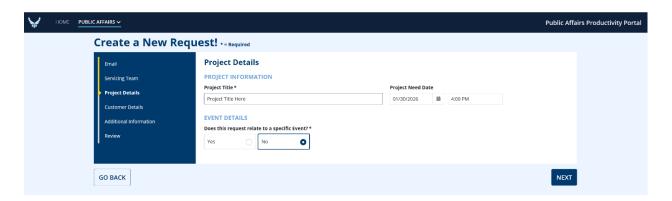   - **Click "NEXT"** to continue.

4. **Enter Customer Details**
   - Choose **Air Force** from the list under organization.
   - Choose **88th Air Base Wing** under select unit.
   - **Fill out your personal information** in the fields provided.
   - Mark yourself as the **primary customer** for this request.
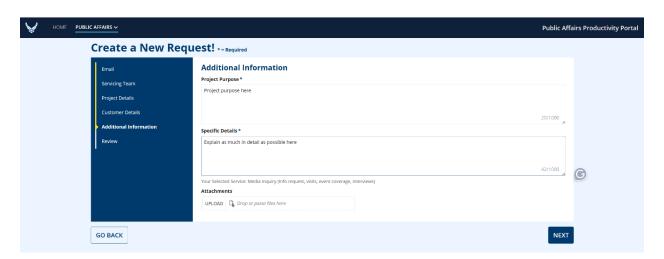   - **Click "NEXT"** to continue.

5. **Provide Project Details**
   - **Enter a title** for your project and the project **date**.
   - For **project type**, **more often than not**, your project will **NOT relate to a specific event**. Choose this option for smaller, routine requests that are not tied to large events. Only select "specific event" for major events like airshows, large community events, or other high-profile activities.
   - **Click "NEXT"** to move forward.

6. **Add Additional Information**
   - Provide a **detailed description** of the project's purpose and specific details (the more specific, the better). The more you can tell the Public Affairs team about your request, the faster and more accurately they can process it.
   - If you have any **attachments** (such as images, documents, or other files), you can upload them here.
     - ○ **Helpful Tip:** Ensure attachments are in **PDF** or **Word document** format and under **10MB** in size for quicker upload and processing.
   - **Click "NEXT"** to proceed.

7. **Review Your Request**
   - **Review all the information** you've entered to ensure it is correct and complete.
   - **Check both boxes** to confirm your submission.
   - **Click "SUBMIT"** to finalize your request.

Helpful Tips:

- **Email code not received?** Double-check your spam/junk folder for the temporary code.
- **Attachments:** Use **PDF** or **Word** documents and ensure files are under **10MB** for faster upload and processing.
- **General PA Support** is the most commonly used service type. If you're unsure which one to select, this will usually be the right choice for most requests, excluding studio appointments.
- **Review carefully before submitting.** Once submitted, changes are harder to make. The more detailed your description, the better.