## Submitting a New Request Instructions

In this document you will find information on how to submit a request through Direct Licensing Hub. If you have any questions regarding submitting a request, please email <u>support@directlicensinghub.com</u>.

1) To submit a request, hover over 'License Management' from the dashboard and then select 'Submit New Request'.

Submit New Request         New Request         View Licensor Summary           Pending Queue Summary         Renewals         View Licensor Summary           Requests         Renewals         E           Artwork         Requests         Applications         E	MEANFORCE DIG FORCE	🕑 Dashboard 🛛 🐼 Artwo	rk 💶 License Management \$	Royalty Reporting Resources	🖃 Licensors 🔀 🚇 💳
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2) Click 'New Rights Request' and the form will appear below

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Select	Request Type
Select Select New Ri	Request Type   Request Type
	Select Request Type New Rights Request
	Submission Name*
	Brief Description of Rights Requested*
	What is the reason for this request?*
	File Upload Choose Files No file chosen Additional Information

3) Once you have entered information into at least the asterisked (\*) fields. Make sure to include a Submission Name.

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Submission Name*	
Brief Description of Rights Requested*	

4) Press submit. Air Force will now review the request and provide further instructions.

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