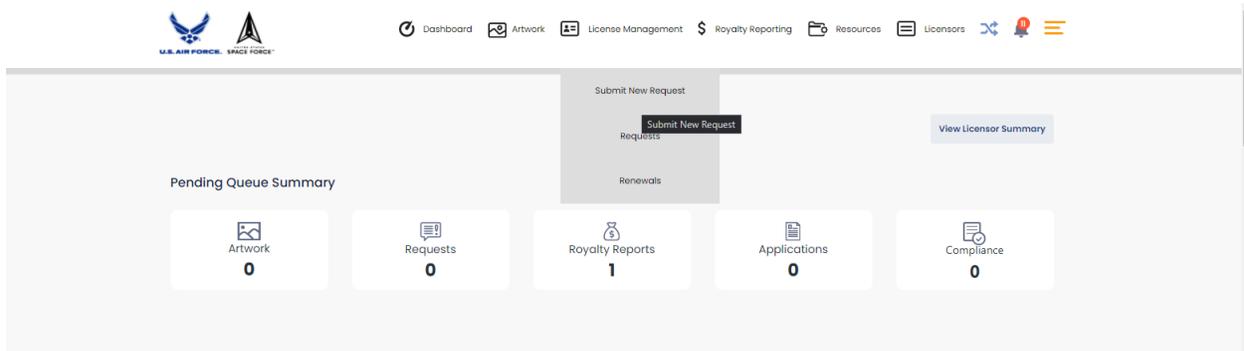


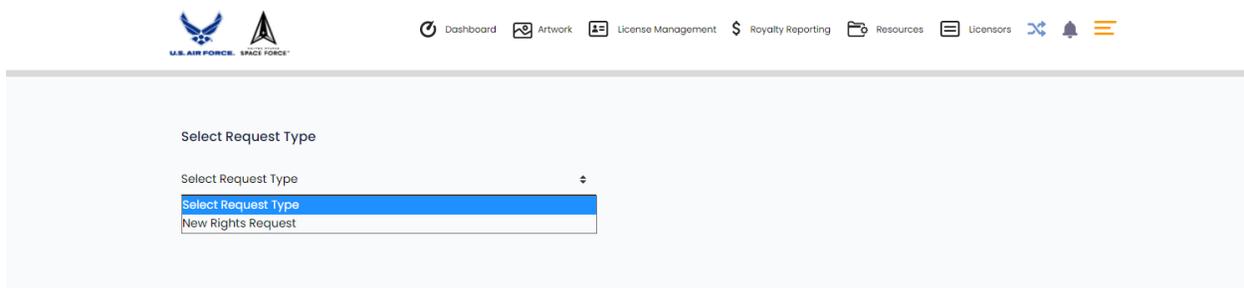
Submitting a New Request Instructions

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 support@directlicensinghub.com.

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



2) Click 'New Rights Request' and the form will appear below

A screenshot of the 'New Rights Request' form. The form is titled 'Select Request Type' and 'New Rights Request'. It contains several input fields: 'Submission Name*', 'Brief Description of Rights Requested*', 'What is the reason for this request?*', 'File Upload' (with a 'Choose Files' button and 'No file chosen' text), and 'Additional Information'. A 'SUBMIT' button is located at the bottom left of the form.

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

Select Request Type

New Rights Request 

Submission Name*

Brief Description of Rights Requested*

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

If you have any questions regarding submitting a request, please email support@directlicensinghub.com.