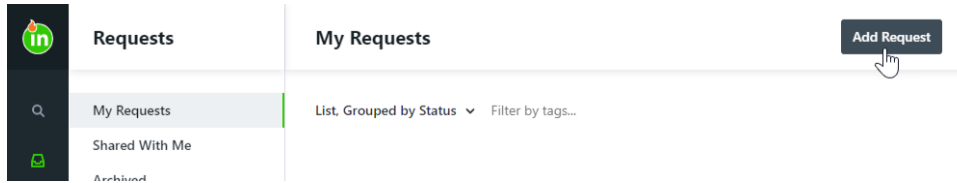


How to submit a Marketing Request on Lytho

- To begin a new request, select the Requests icon from the global navigation menu. Click **Add Request** in the top right-hand corner of the screen.



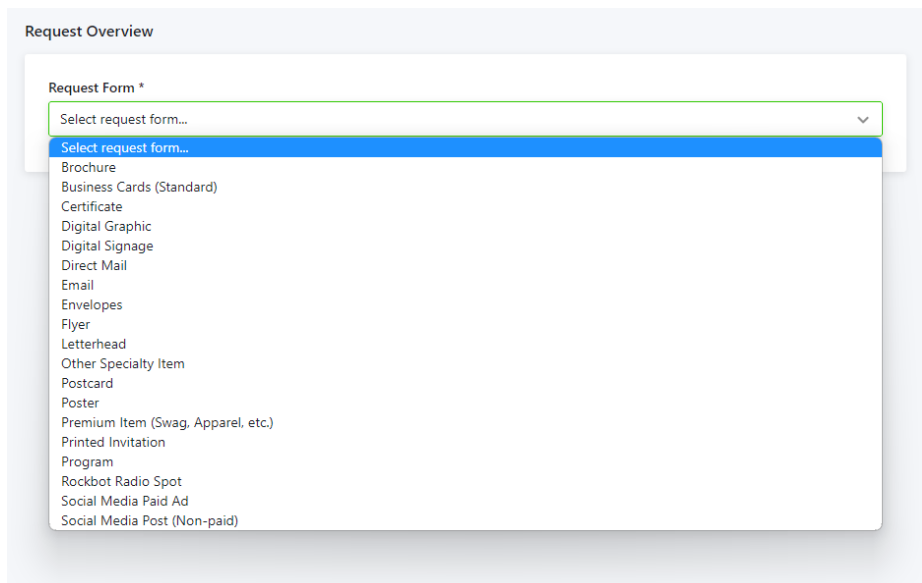
- Enter a name for your request and select **Create Request**. *Please note: this section is for the name of your job, not your name as the requester.*

Create Request ×

Request Name *

Cancel **Create Request**

- Once you select Create Request, you will need to select a form. Each form will dictate the fields and information required to submit your request. Choose the form most applicable to your request.



- Once selected, complete the request form in detail and be sure to fill out any required fields, denoted with an asterisk.

Sunflower Social Media Ad [Back to Requests](#) ...

Request Overview

Request Form *
Internal Marketing Team Form

Asset Type
short video

Specs
1280 x 720, 120 pixels

Content
Sunflower social ad/ [truesoap](#)

Design Direction & Inspiration
Describe how you would like the final asset to look. Use the file attachment below to attach any files that are relevant to the project, including similar past work or other design inspiration.

Due Date

[Submit Request](#)

- **PLEASE HAVE ALL THE BILLING INFORMATION, COPY, AND ATTACHMENTS READY BEFORE SUBMITTING A REQUEST.**
- If your request has the option to select a date, various dates within the calendar may be grey, indicating they cannot be selected due to required lead times for select requests.

Sunflower Social Media Ad

Due Date

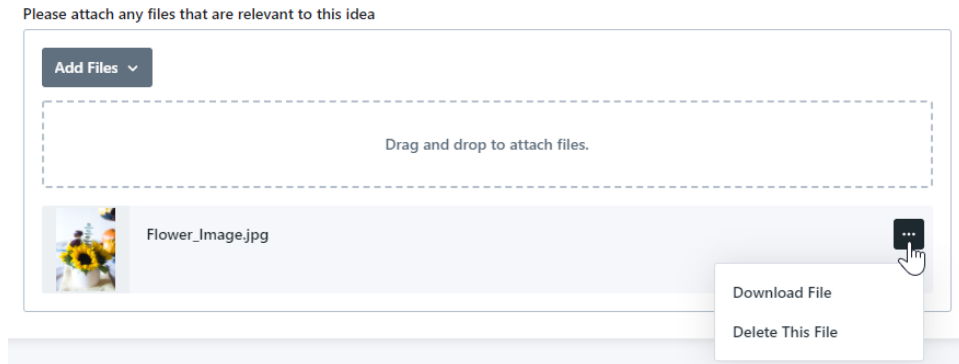
December 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

[Save](#)

[Set Due Date](#)

- To add attachments to your request, you can drag and drop files from your computer into the available field or browse your computer for a file.



- Click **Submit Request** to finalize your submission.
- Once you have submitted your request, you will see the Request Details, where you can view the status of the request, modify the request, and collaborate with relevant team members.