
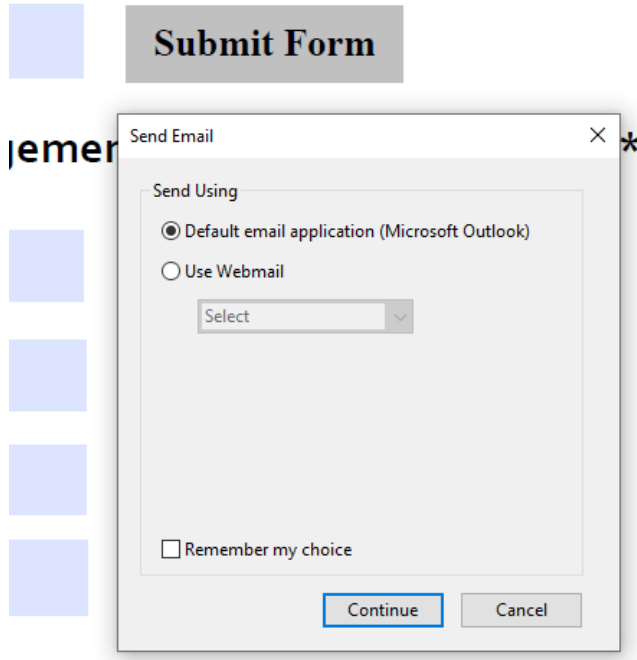
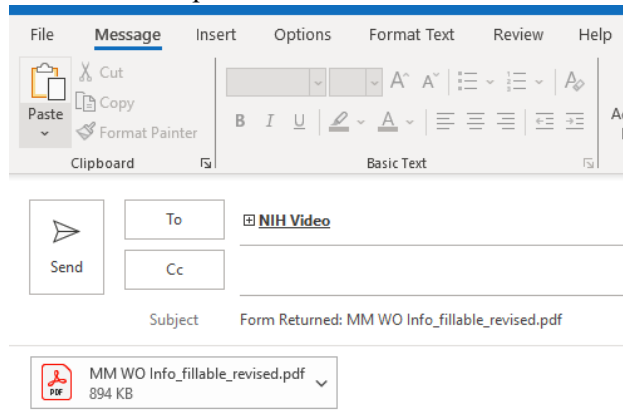


## EMB Multimedia Services Request Form Instructions

1. Open Form and save to your computer by selecting the floppy disk icon  on the top right side of screen
2. Fill-in the required information and obtain AO Digital Signature and CAN
3. Click on “Submit Form” button at the lower third of the form.
4. A new window will open asking how to send email:
  - a. Select Default email application (Microsoft Outlook)
  - b. Click on “Continue”



5. An email will open with NIH Video in the To: block



Form Returned: MM WO Info\_fillable\_revised (002).pdf

The attached file is the filled-out form. Please open it to review the data.

6. Add any other information you deem necessary in the body of the email.
7. Send email.
8. An assigned Producer will respond and coordinate your event.