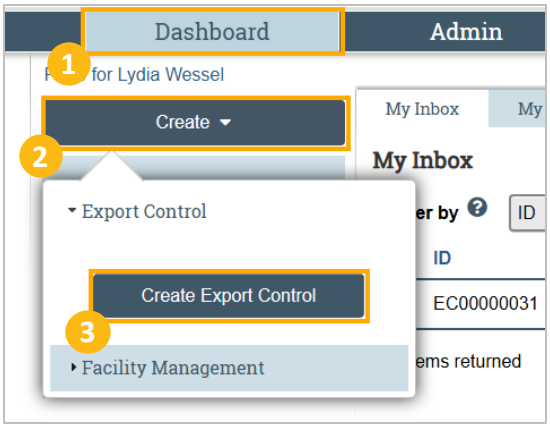
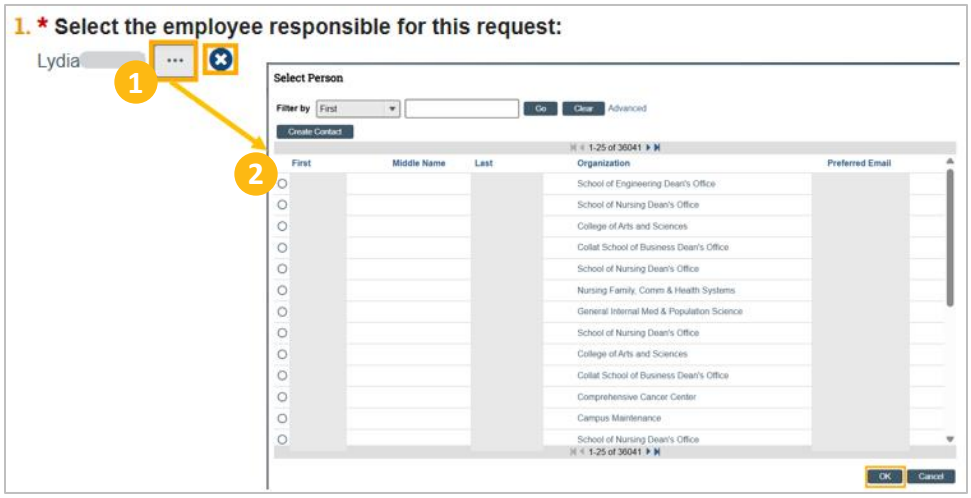
Create and Submit a Request

This guide explains how to create and submit an Export Control Request.

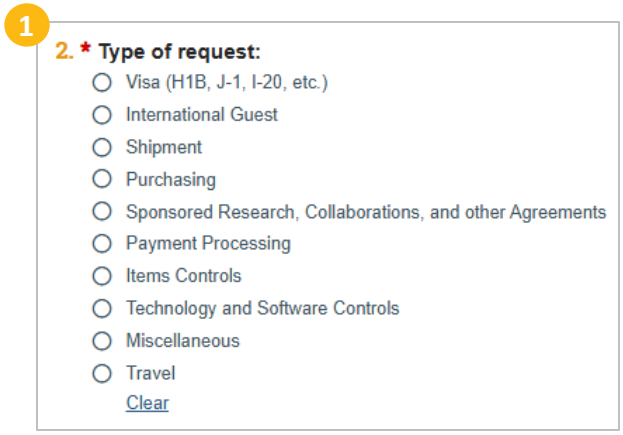
1. **From the Dashboard, click Create, and then click Create Export Control.**



2. **Select the employee responsible for the request. This will default to your own name. To change this, click the three dots next to your name, and select the name of the employee who be responsible. Click OK. To remove the name of someone, click the X next to their name.**

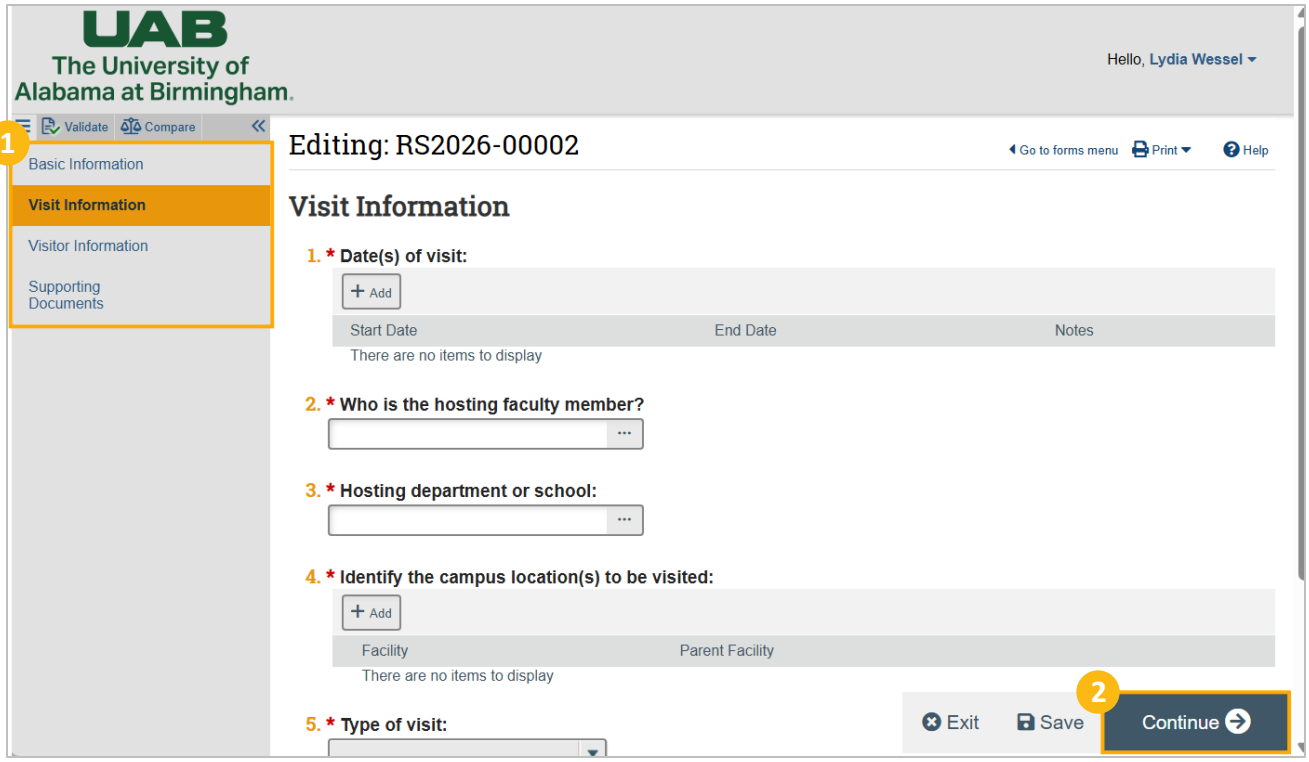


3. **Select the type of request. Different pages/smartforms will appear based on the type of request you select; for example, selecting International Guest will cause the visitor information pages to appear. (For more information about the different types of requests, see the *Request Types* job aid.) Enter the Name/Description of the request.**

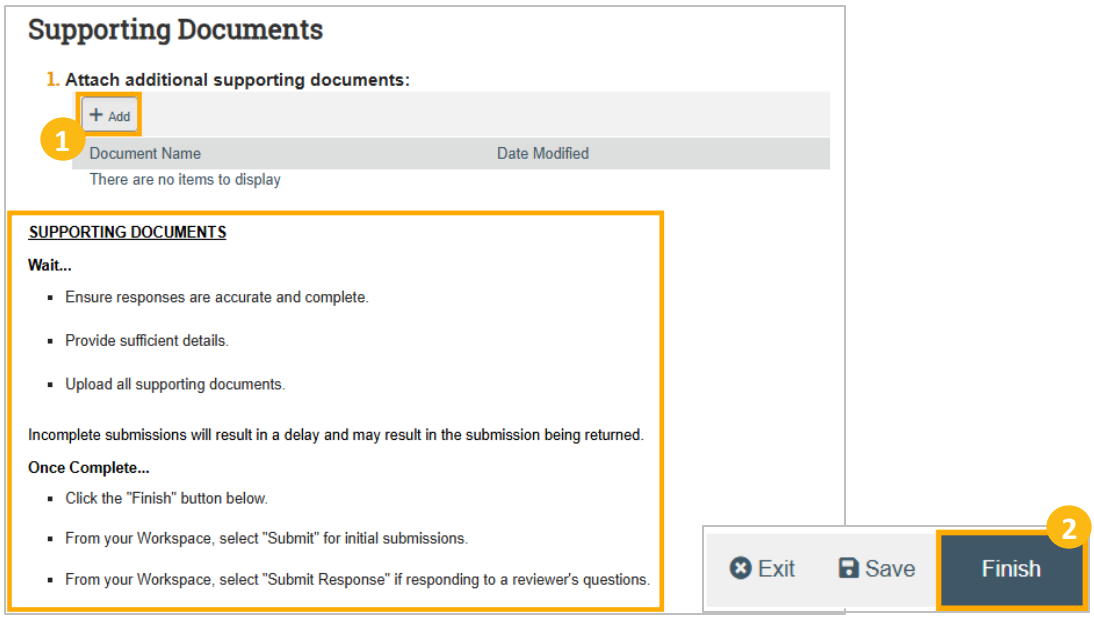




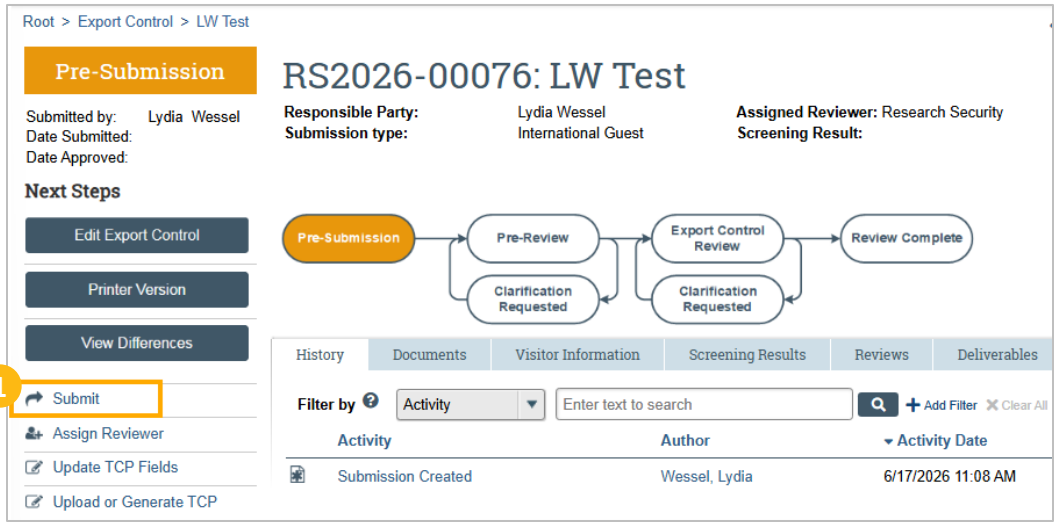
4. **Complete the following pages, note the pages you see will be different depending on the type of request you chose in question 2. Click Continue to move to the next page.**



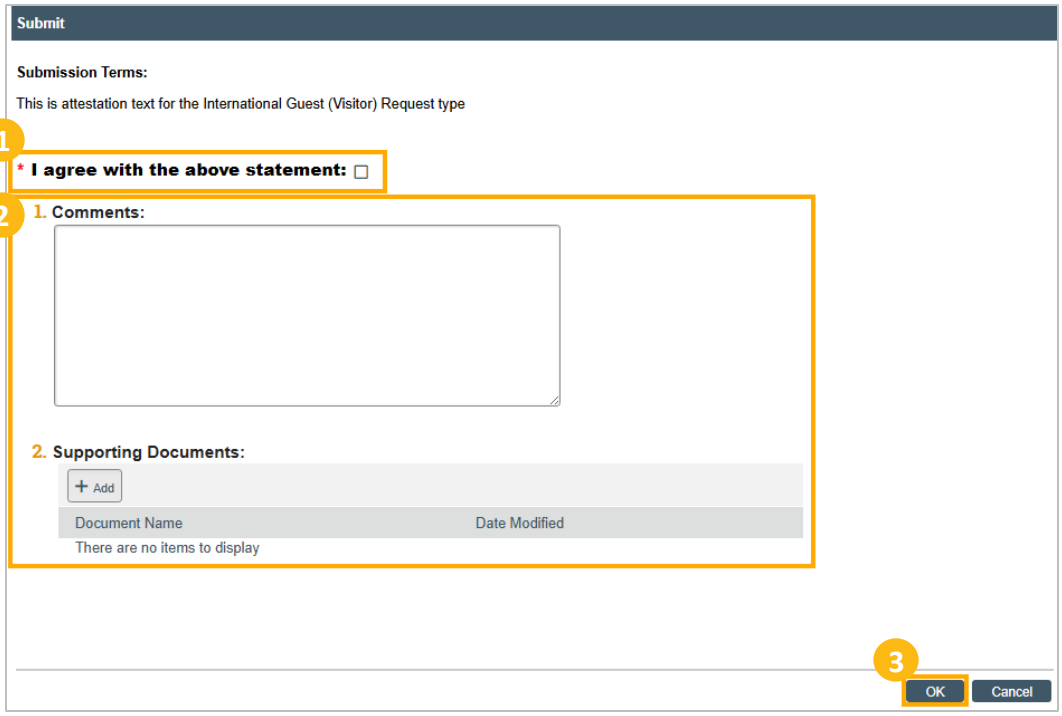
5. **Add in any supporting documents on the Supporting Document page by clicking Add. At this time, review the information that you have filled out in the form. When you are satisfied, click Finish.**



6. **Your Export Control request has been completed and is in the Pre-Submission state. The next step is to Submit your request. From the submission workspace, click Submit.**



7. **Check the box stating that you agree with the statement. Add any necessary comments or supporting documents, and when you are ready to submit the request, click OK.**



You have successfully completed the process of creating an Export Control request. The submission is now in the pre-review state and is ready to be reviewed.