Submitting Your Data Migration Request in LegacyFlo Application

Steps to submit a single request

- 1. Login (https://docs.mithi.com/home/how-to-login-to-the-legacyflo-application) to the LegacyFlo application.
- 2. From the top right corner of the Home Screen, click on Add Request.
- 3. Select Add Single Request.
- 4. In the popup, **select the category** from the list on the left. The right side of the pop-up will list all the request types for the category.
- 5. Select the request type by clicking on the radio button next to the request name. Click Continue
- 6. The form shown will depend on the Request type. Each form has a title, source information, destination information, an optional filter section, and a field to enter an email id that will receive the reports for this request.
- 7. Enter appropriate values in all the fields.
- 8. Click Add.
- 9. The request will be visible at the top of the requests on the home screen.
- The newly added request will automatically enter the Pending state. Verify request parameters and start execution as given here (https://docs.mithi.com/home/how-to-verify-the-input-parameters-of-a-migration-request-in-the-legacyfloapplication).