

Submit a request

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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.
10. 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-legacyflo-application).