Submitting Multiple Requests

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Steps to submit multiple requests

- Login (https://docs.mithi.com/home/how-to-login-to-the-legacyflo-application) to the **LegacyFlo** application.
- From the top right corner of the Home Screen, click on **Add Request**.
- Select **Add Multiple Requests**
- In the popup, **select the category** from the selection on the left. The right side of the pop-up will list all the request types for the category.
- Select the request type by **clicking on the radio button next to the request name**. Click **Continue**
- To create a CSV file (https://docs.mithi.com/home/csv-format-for-multiple-and-scheduled-requests) with the definition of the requests, **download the CSV sample file and customize as per your requirements**.
- Click **Upload CSV File** and choose the CSV
- The contents of the CSV will be validated.
- If the CSV is invalid, you will be prompted with the errors. Remove the uploaded file and upload the corrected one.
- If the CSV is valid, click **Add Requests**.
- The new requests added will be displayed on the Home screen.
- The new requests will be in the Pending state. To verify or start all the requests, Search (https://docs.mithi.com/home/how-to-search-for-a-migration-request-in-the-legacyflo-application) for the pending requests and access the Start All or Verify All options from the menu on the top right.

> **Note:** If you have submitted more than 50 requests, then the Start All or Verify All options will have to be selected on all the pages showing the pending requests.