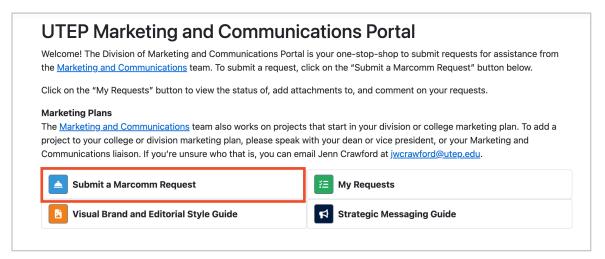
VISUAL BRAND APPROVAL PROCESS

STEP 1

Go to marcomm.utep.edu.

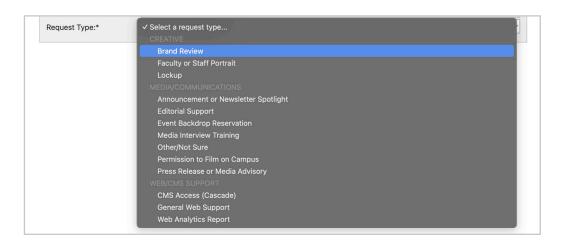
STEP 2

Click on Submit a Marcomm Request.



STEP 3

Under Request Type, select **Brand Review**.



VISUAL BRAND APPROVAL PROCESS

STEP 4

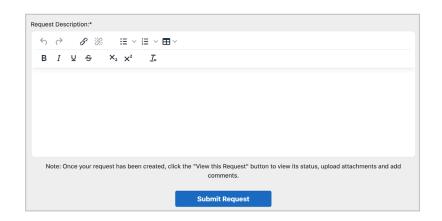
Under Needed By, select a preferred date of approval.*



^{*}Please allow two working days for your visual brand review request to be evaluated by our office.

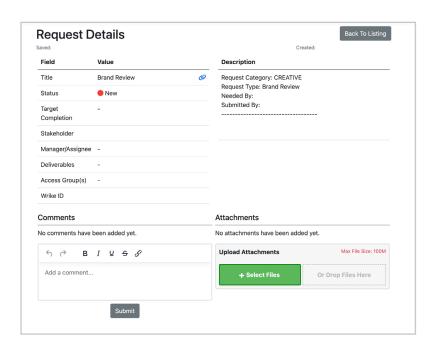
STEP 5

Add a description then click **Submit Request**, followed by **View this Request**.



STEP 6

Congratulations! You've officially submitted a brand review request. The Request Details page will allow you to add comments and upload files for review. Feedback from our office will also be displayed here.



VISUAL BRAND APPROVAL PROCESS

STEP 8

Once approved, Status will change to **MC COMPLETED**.

STEP 9

Also upon approval, you will recieve this certificate in which you will attach to your Miner Mall requisition as proof of Visual Brand Approval.

