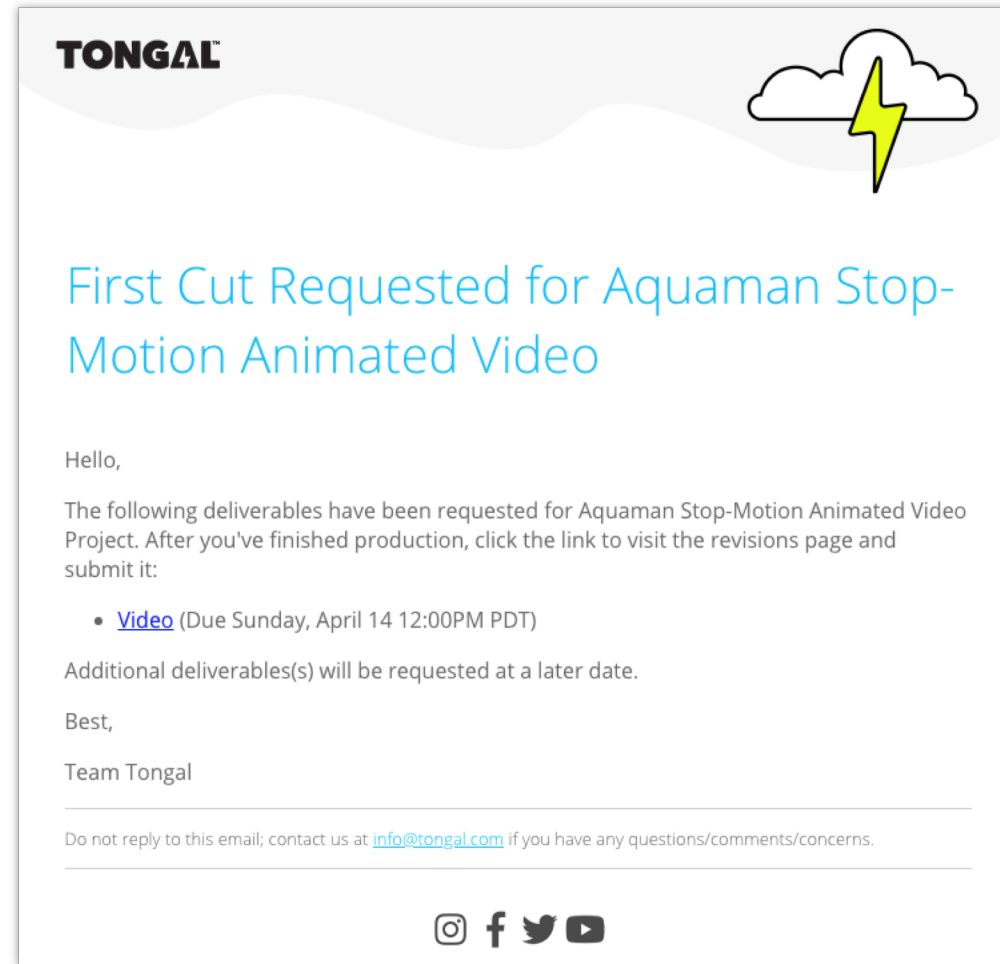
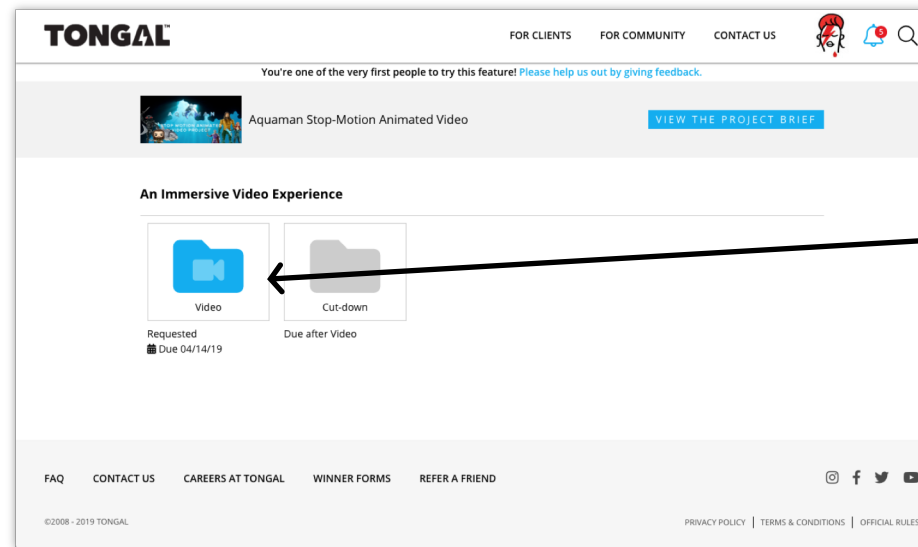


# HOW IT WORKS: REVISIONS ON TONGAL

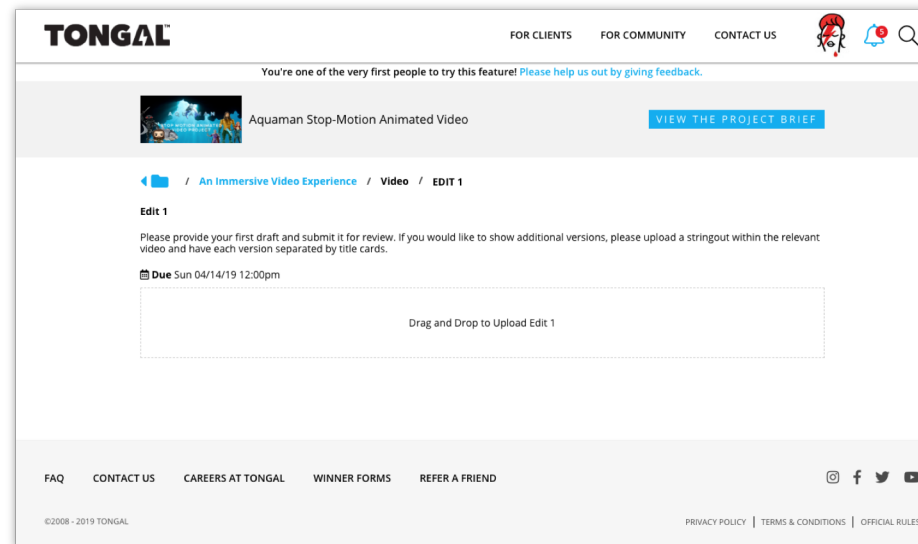


**1:** When the video phase begins, we'll send you an email notification. **Follow the link to access your deliverables page.**

# HOW IT WORKS: REVISIONS ON TONGAL

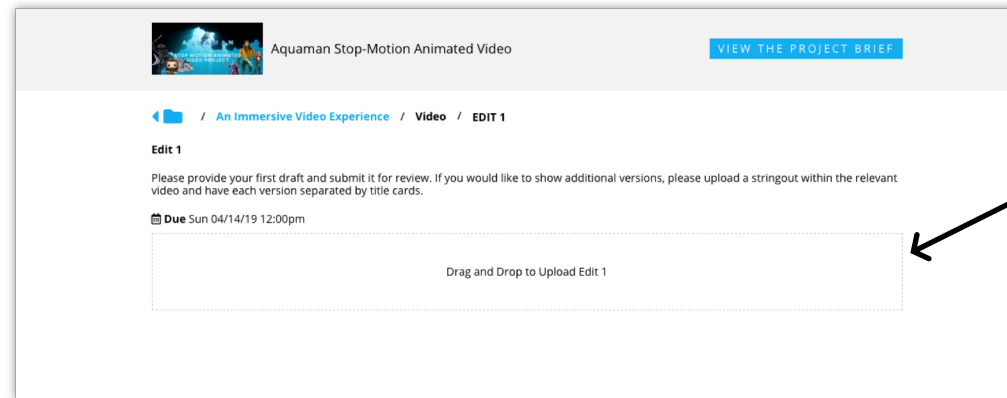


**2:** Once you're on the main deliverables page, **click on the deliverable that's labeled REQUESTED.**

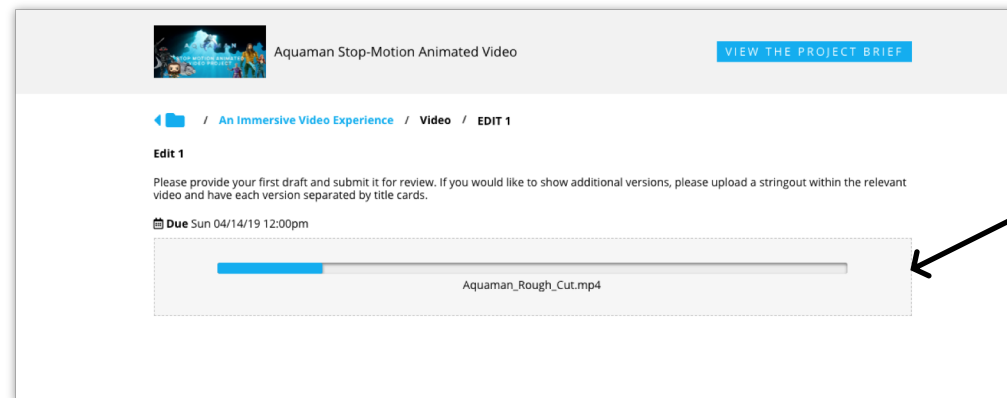


**3:** This will take you to the deliverable page where you can **upload and submit your video.**

# HOW IT WORKS: REVISIONS ON TONGAL

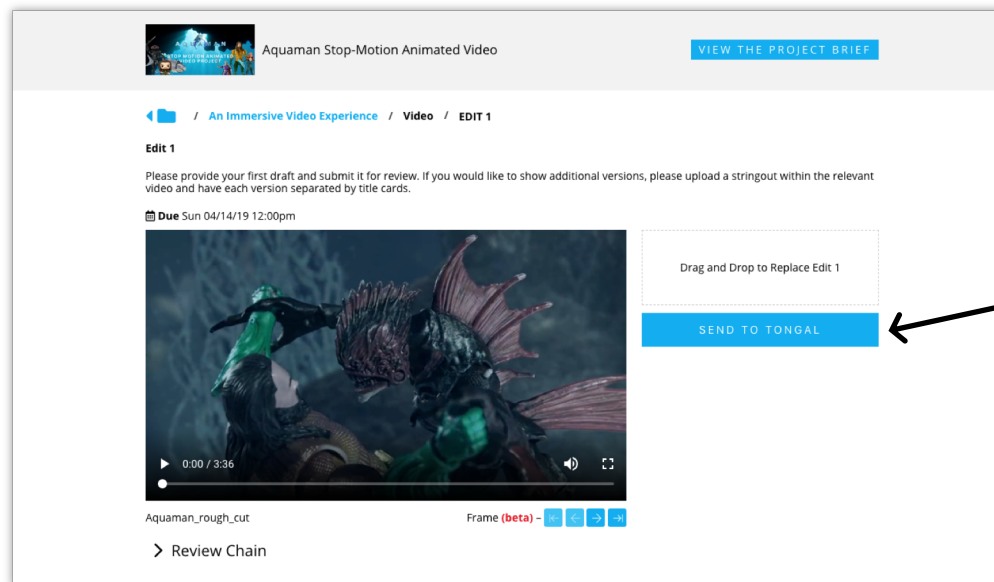


4: Drag and drop or click on the box to **upload your video**.

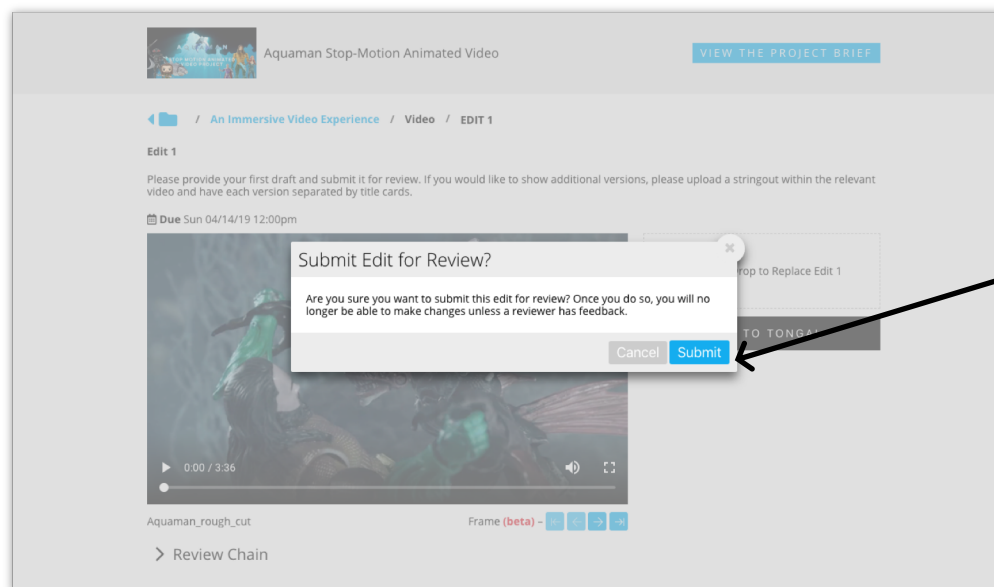


5: Wait for your video to finish uploading.

# HOW IT WORKS: REVISIONS ON TONGAL

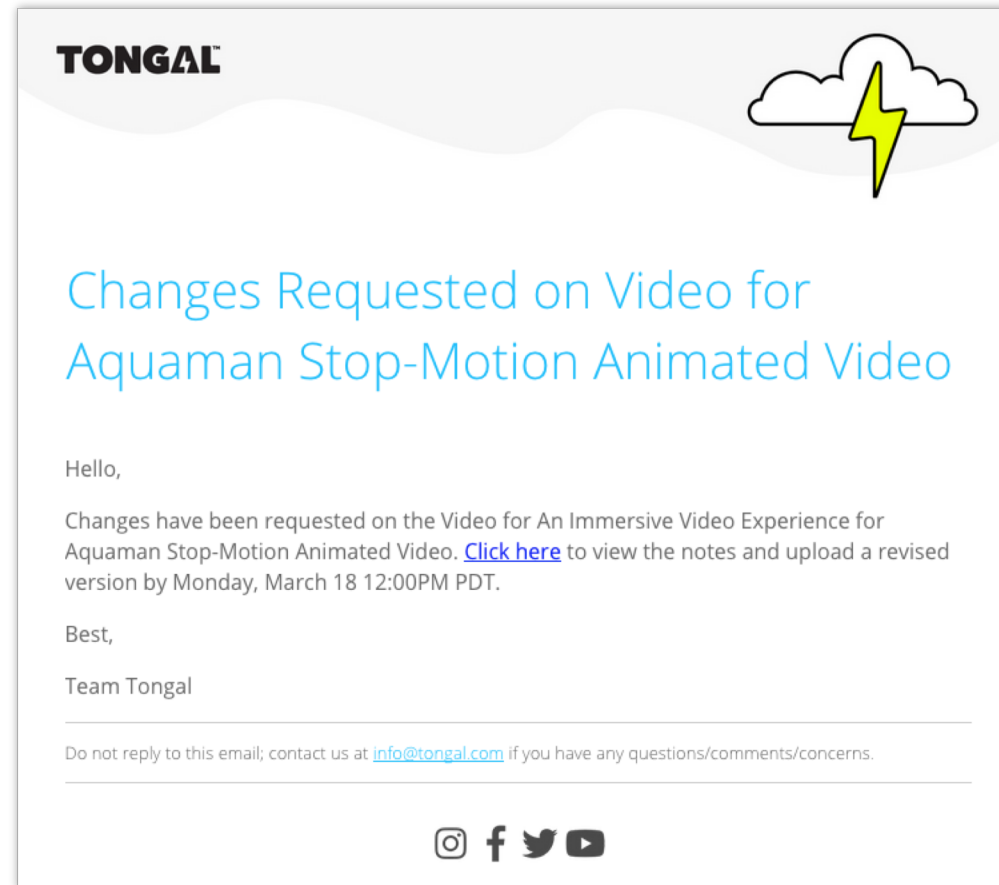


6: Once your video has finished uploading, **click SEND TO TONGAL** to submit your video for review.



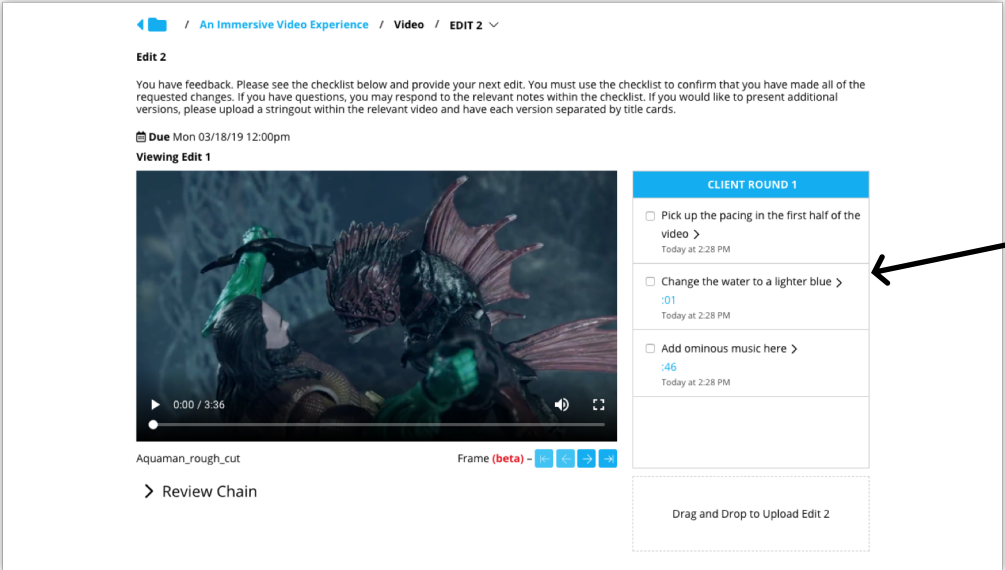
7: Click **SUBMIT** to confirm that your deliverable is ready for review.

# HOW IT WORKS: REVISIONS ON TONGAL

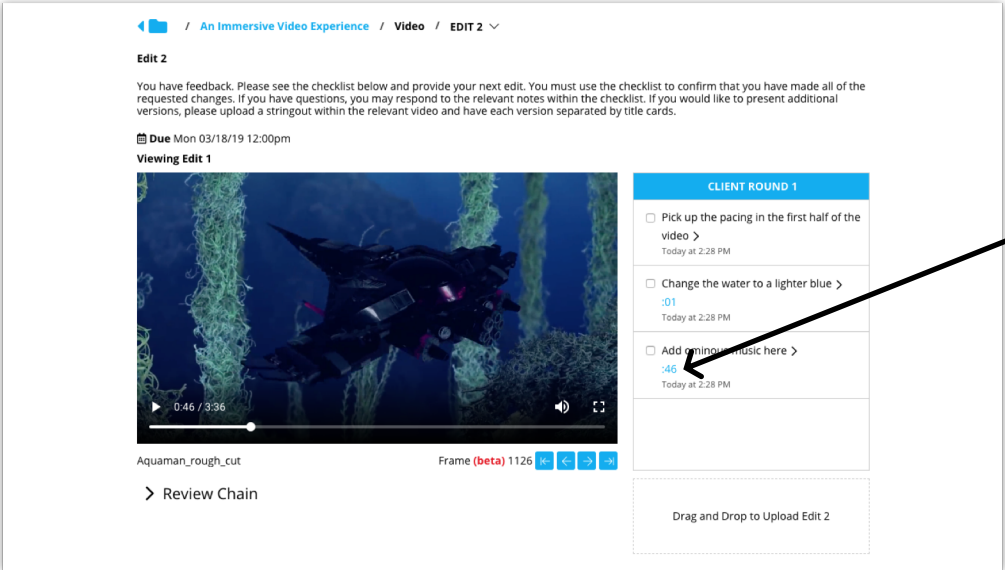


**8:** When Tongal or the client provide notes on your video, you will receive another email notification. **Follow the link to access your deliverables page.**

HOW IT  
WORKS:  
REVISIONS  
ON TONGAL

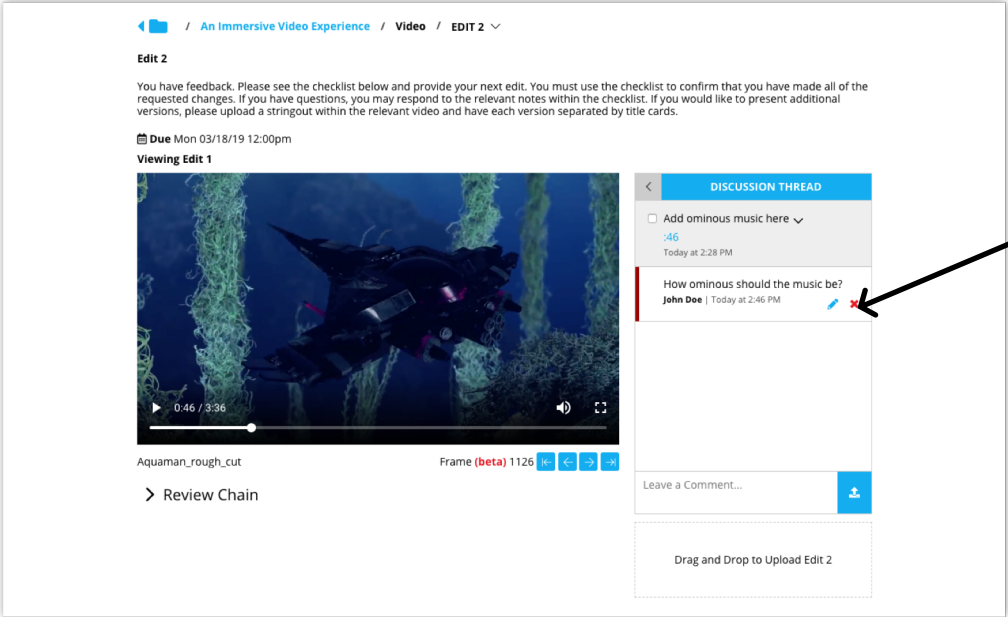


9: View the notes in the checklist next to the video.

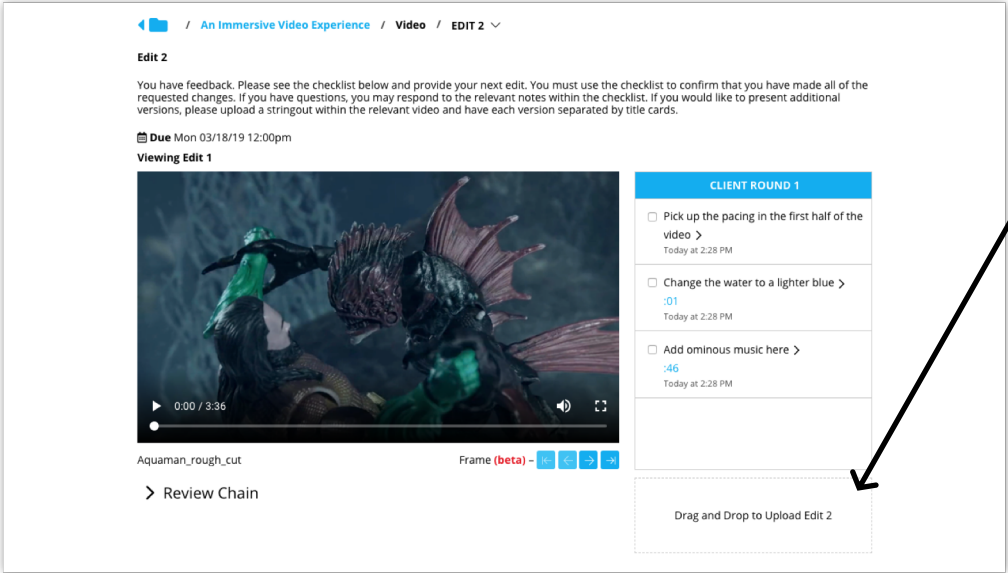


10: Click on timestamps next to notes to jump to the specific frame.

HOW IT  
WORKS:  
REVISIONS  
ON TONGAL

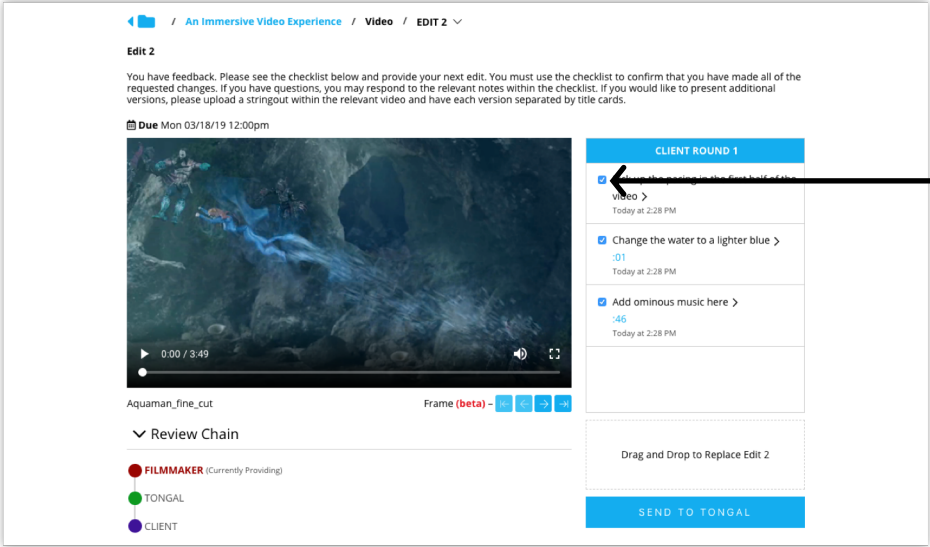


11: Click on a note to **open a discussion** and ask for clarification.

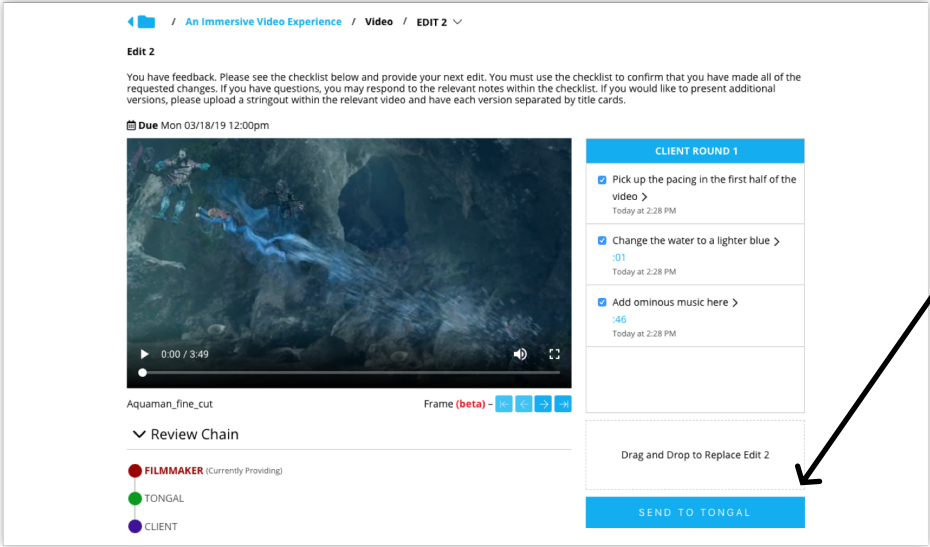


12: Drag and drop or click on the box to **upload your next edit**.

HOW IT  
WORKS:  
REVISIONS  
ON TONGAL

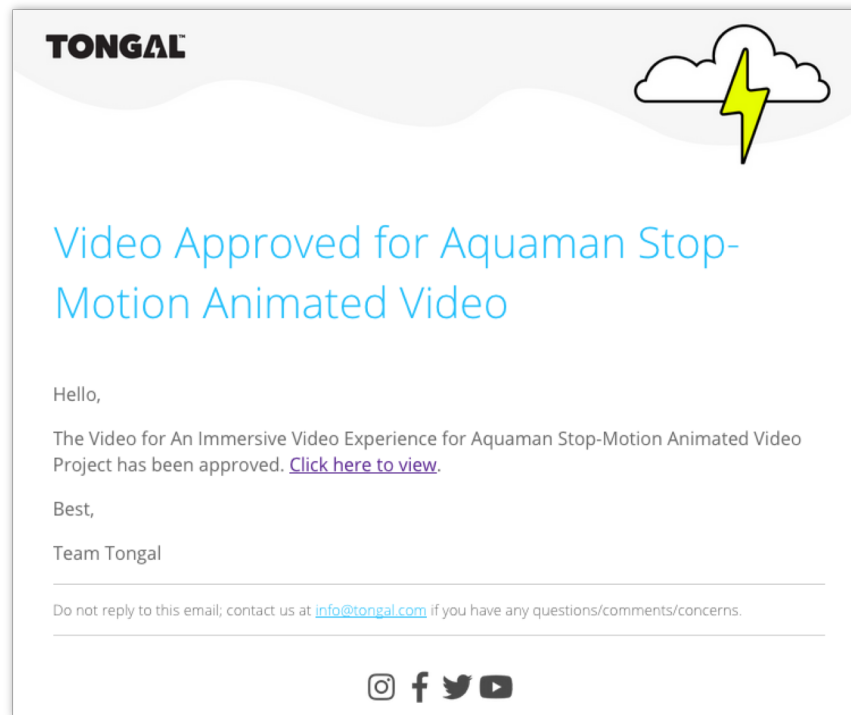


11: Check off notes to indicate that you've addressed them in the new edit, or respond to the note if you are unable to address it.

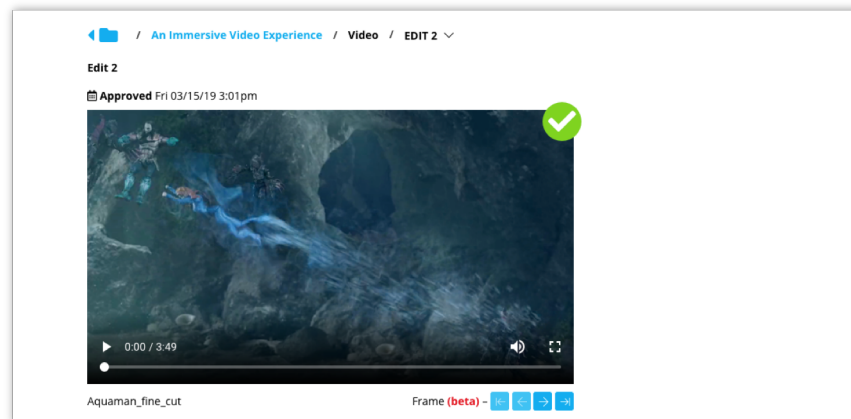


12: Click SEND TO TONGAL to submit your video for review.

# HOW IT WORKS: REVISIONS ON TONGAL



**13:** When your video is approved, you will receive another email notification.



**14:** Your deliverable will now be marked **APPROVED** on the deliverables page.