

## Closed Captioning Order Request through User Interface

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Comcast Technology Solutions makes it easy to request closed captioning on spots.

1. Navigate to <https://distribution.advertising.comcasttechnologiesolutions.com>
2. On the left hand side, dark blue bar, select “Spots”
3. Use the gray search bar, and enter the ISCI on the “ISCI/Ad-ID/Spot #” line or find it in the middle of the page
4. Double click the ISCI, it should open up the Details page for that ISCI
5. If metadata isn’t entered, do so now
6. Once all metadata is entered, go to the top of the page in the dark gray horizontal bar and hit “Request Closed Captioning”
7. A pop-up box will appear
8. It will ask you three questions, answer yes or no
  - a. If you have a script, it will prompt you to upload it
  - b. If an approval file is needed, it will populate a line for the email address of the person needing the approval link
9. Enter any other notes that might be pertinent, not required
10. Hit “Submit”
11. This will send the media, and place an order for this ISCI to be closed captioned