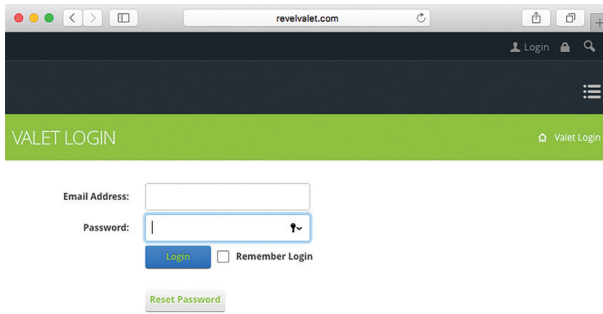# REQUESTING DIGITAL DISPLAY CONTENT VIA REVEL VALET
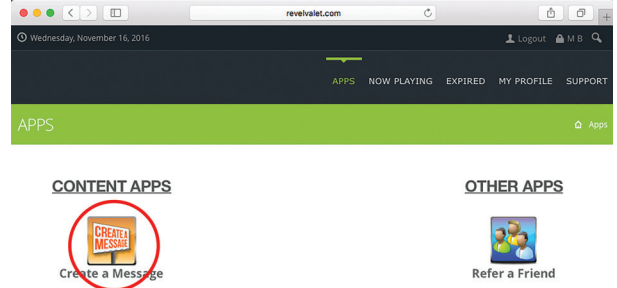
1. Go to www.RevelValet.com

2. Log in - username and password instructions have been emaiied.

   NOTE: Password must be at least seven characters with at least two numbers.

3. Logging in will take you to the **Apps** (main menu) page. From there, click the orange **Create a Message** button to go to the **Create a Message** page.

---

4. Select Start Date and End Date.

5. Message Title: Be specific. Include your branch name in the title.

6. Special Instructions: Explain exactly what you'd like your message to contain - you're free to request text content, colors, and images. You may include links to webpages for reference or more information. You may also include links to images you'd like to use (if the image owner has granted you permission).

7. Window: Select Main Message - this means your message will fill the entire screen but leave space for the rate bar.

8. File: If you have a file you'd like used in your message (image or PDF), click the **Choose File** button to upload.

9. Verify that everything you've entered is exactly as you'd like it, then click **Submit**.

Your request will be submitted to the production team at Revel. They will create your message in about 2 business days, then send a proof to Marketing for final approval.

If you have questions about digital displays or Revel, please contact Megan at x8277.