

# NewDocumentRequest

## How to trigger:

- Your account must have the Document Requests account feature
- Your user must have the Document Requests user permission
- Open the left menu, hover over Document Requests, and select New Request

image.png  
img alt="Screenshot of the New Request page" data-bbox="54 282 287 299"/>nd or type unknown

- Fill out the information on the New Request page

image.png  
img alt="Screenshot of the Send Request button" data-bbox="54 352 287 368"/>nd or type unknown

- Click Send Request

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Revision #4

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