

Brightcove (NYL Video Host) Video Upload Request Form:

Complete this form once your video has been approval from SMRU Compliance. Videos must be submitted through [SharePoint](#).

Please use one form for each video¹ that you would like to have uploaded to Brightcove, New York Life's video hosting platform. **E-mail this completed form along with your video file: fieldvideos@newyorklife.com.** *Please allow 3-5 business days for your request to be processed.* Once your video has been uploaded, you will receive an email with the playback link, perfect for social media posts and email, as well as code to embed your video on your professional website. Fields marked with an asterisk (*) are required.

¹ Be sure to attach the video file or include a link to download the video in your submission.

Today's Date*

Agent/Manager Name*
(Video Owner)

Agent/Manager Marketer Code*

Phone*

Email Address*

General Office*

Submitter/Contact Name
(If different from video owner)

Video Title*
(Visible to the public in video player)

Video Description*
(Visible to the public in video player)

SMRU Approval Number*
(Provided in SharePoint)

SMRU Expiration Date*
(Provided in SharePoint)

Video Thumbnail Preview
(Visible before video is played.
Provide time stamp. Ex: 0:35)

***Required:** You are responsible for providing all the required information. If you do not fully complete the fields, the form will be returned and your request will be initiated on the start date in which the correct information is received.