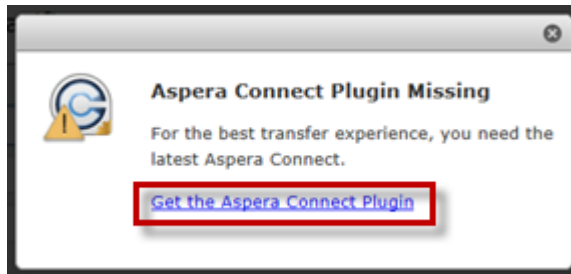


Use this one sheet to assist in uploading your media to the NCM digital delivery system.

Accessing the Digital Delivery page

To upload your media:

1. Go to: <https://media.ncm.com/NationalCHI>
Important: Recommended browsers are Chrome, Firefox, & Edge. You may be required to download Aspera Connect to your computer. Click the **Download Aspera Connect** link, and follow the Install Wizard to ensure that you are able to upload media to NCM.



2. Complete the **Title** field with the name of the spot.

3. Complete any additional fields as applicable.

Note: To receive a confirmation email that the upload was successful, the e-mail address field must be completed.

4. Upload the media by using the Browse feature or the Drag and Drop feature.

5. Click the **Send Package** button to submit the file.

6. A Transfer screen will appear. When the transfer is complete, close the window. The digital delivery homepage now shows the status of the transfer.

Title	Date Submitted	Size	Files	Status
Spring Special	10:09 AM	54.2 MB	1	Complete

Items to Note

- Zip files may get rejected. Please ensure that you are not sending zip files.
- Avoid using special characters in the Title.