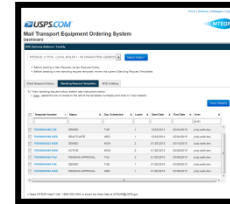


## Modify Standing Request Template

MTEOR is a fast, convenient way to place MTE orders online. Click [here](#) to visit the MTEOR webpage for additional information.

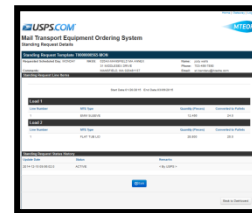
1. Go to your MTEOR Dashboard, under the “Standing Request Templates” tab, click a template number or select the check box and click “View Details”

*You can modify a standing request template in “Active” status at any time during the 90-day period*



2. Click “Edit” to make changes to the template

*Any changes to the standing request template must be approved or denied by the Postal Plant*



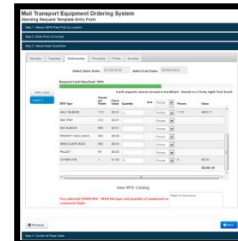
3. Confirm or edit your Point of Contact information in step 2, then click “Next”

*This information will be pre-populated with your information, but can be edited if needed*



4. Make any change on the request dates, days, loads and MTE type and quantity for your standing requests in step 3
5. Click “Next” once you are done

*You can add a load by click “Add Load” or delete a load by click the “x” next to the load number*



6. Change your comments according to the updated standing request template in step 4
7. Complete modifying the standing request template by agreeing to the Terms and Conditions and hitting “Submit”



8. You will see a success screen if your standing request template is modified successfully!

*Once a standing request template has been modified, it shows on you MTEOR Dashboard in a “Pending Approval” status. Postal Plants will review each standing request template*

