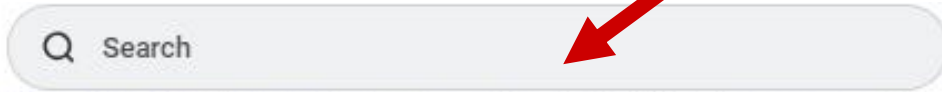# How to request a TouchNet Marketplace store/site

TouchNet Marketplace Site/ Store request

1

Sign in to **Workday**

2

In the Search bar at the center top of the landing page, type "*create request*"
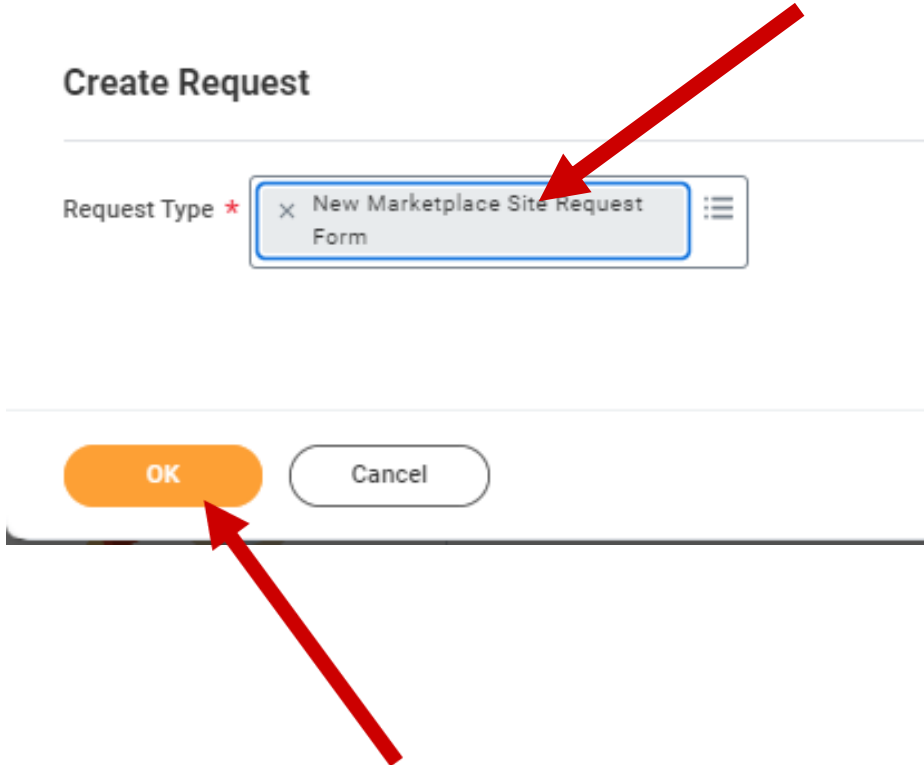
3

Hit enter

TouchNet Marketplace Site/ Store request

Create Request

Request Type * [× New Marketplace Site Request Form]

OK   Cancel

1

In the Request Type box, search "*marketplace*"

2

Hit enter

3

Select "*New Marketplace Site Request Form*"

4

Press okay

4. Once the form is generated.

Answer the prompts, providing as much detail as possible, including the detail code necessary for store operation.

TouchNet Marketplace Site/Store request