



Please ensure you login to 3C Media Solutions using https:// by using the following link to login to your 3C Media Solutions Account: <https://www.3cmediasolutions.org>.

**Please ensure that you COMPLETE the Upload process.**

1. Click **My Account** in the upper right corner
2. Click the **Media** tab
3. Click **Add/Upload Media**
4. Select **Upload a video to 3C Media Solutions**
5. Click **Next**
6. Enter the **Title** (**License** and **Description** are optional) for your media
7. Select **I agree with the 3C Media Terms & Conditions**
8. Click **Next**

**NOTE: At this point you have only ADDED your media and the UPLOAD process IS NOT COMPLETE.** Please continue the Upload process as outlined below:

9. **NOTE:** 3CMedia accepts files in the following formats: **mp4,m4v,mkv,flv,wmv,avi,mov,mpg,webm,mp3,m4a,wma,wav**
10. Click **Select**
11. **Navigate to** and **Select** the video you wish to Upload
12. Click **Upload File**
13. **Refresh** the Media page within your account
14. The Status area to the right of the Title, and License and/or Description you entered will change from **Added** to **Uploaded**
15. Wait for the Status to change from **Uploaded** to **Available**