# DMCA Takedown Workflow

To conduct a DMCA Takedown begin by familiarizing yourself with the website's DMCA Policy to ensure the action conducted is within legal limits.

Once you are familiar with the policies select a request type in the dropdown menu; “Takedown Request”, “Infringement Notice”, “Dispute Claim.”

Takedown Request – If the copyright owner of the content requests for a piece of content to be removed a takedown request can be made to flag that content for removal.

Infringement Notice – If the copyright owner has identified a piece of content as being involved in an activity that allegedly infringes their copyright. The content is flagged as possibly being infringed.

Dispute Claim – If the receiver of a Takedown Request of Infringement Notice feels that the received request is unlawful or inaccurate, they may dispute the claim to the copyright owner.

Upon identifying the type of request, choose the date of the request using the calendar.

The admin may then select the specific review that is being disputed.

Once all information has been set, click the submit button and the request will be sent to the server.