IF YOU NEED TO UPDATE YOUR REGISTRATION IN ORDER TO CHANGE YOUR DATES OR EDIT LOCATIONS, EQUIPMENT RENTALS, OR PROP RENTALS, PLEASE FOLLOW THESE STEPS:

1. Go to https://nyu.service-now.com/servicelink/
   a. If you are not already logged in, go to the top right corner of the screen and click on “LOGIN”

2. You will be redirected to the “MY SERVICE REQUESTS” page of ServiceLink

3. Click on your “Request Number”, and you will be allowed to edit your film registration.
   a. If you wish to edit the dates of your shoot, scroll to the first section under the red “Edit the fields below…” box
      i. Proceed to make the necessary date changes to your registration
b. If you wish to add an additional location, scroll until you see the “Public Property in NYC” section. Above it is a question that states: “Is there an additional location?”
   i. Select “Yes”
   ii. Proceed to fill out the information required for the additional location

   Shooting Location City, State & Zip
   ▶ More information
   Boston, MA 02115

   Shooting Location Country
   ▶ More information
   USA

   Is the shooting address the director’s address?
   □ Yes □ No

   Is there any special additional insured language needed?
   □ Yes □ No

   Indicate which page/scene numbers from the script you will be shooting at this location
   ▶ More information
   Scenes 2, 3, 6 on pages 3-4 and page 5

   Is there an additional location?
   □ No □ Yes

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c. If you wish to add an additional equipment rental vendor, scroll down to the bottom of “Equipment Rental or Borrowed Equipment”
   i. When asked “Are you renting equipment from an additional vendor outside of NYU?”, select “Yes”
   ii. Proceed to fill out the information required for the additional equipment vendor

   Equipment Rental or Borrowed Equipment
   ▶ Are you renting equipment from vendors outside of NYU?
   □ No □ Yes

   Risk Management reviews all RENTAL AGREEMENTS or RENTAL HOUSE on Google Drive. Also, be sure to upload the rental quote which must include the certificates will be issued without this documentation.

   Vendor’s Full Name
   Adorama

   Vendor’s Street Address
   ▶ More information
   50 West 17th Street

   Vendor’s City, State & Zip
   ▶ More information
   New York, NY 10011

   Vendor’s Country
   ▶ More information
   USA

   Are you renting equipment from an additional vendor outside of NYU?
   □ No □ Yes
d. If you wish to add an additional **prop rental vendor**, scroll down to the bottom of “**Prop Rental or Borrowed Props**”
   
i. When asked “**Are you renting any more props?**”, select “**Yes**”
   
ii. Proceed to fill out the information required for the additional prop rental vendor

![Vendor's information](image)

4. **You are required** to explain each of the updates to your project. If you have changed your project registration in any way, please provide full details in the “**Additional Comments**” box

![Additional Comments](image)