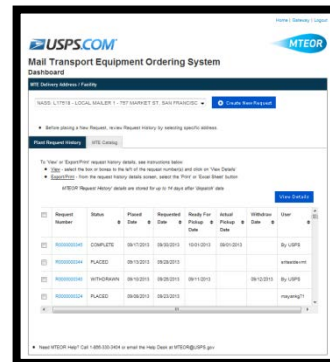# Replicate MTE Request

The "Replicate Request" function allows users to easily duplicate a request on their MTEOR Dashboard for future pick up or delivery. Click here to visit the MTEOR webpage for additional information.
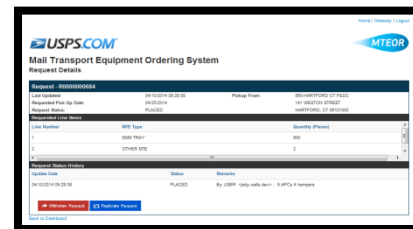
1. **Login into MTEOR and select your facility**

2. **Select the request to replicate by marking the checkbox on the left, then select the "View Details" button**

   Note: You can also select the request number to view the Request Details page

3. **Click the blue "Replicate Request" button**

4. **Request the pick-up date and verify your point of contact information**

5. **Add any comments associated with this new request**

   Note: "Other MTE" comments are not automatically included and will need to be copied over by selecting "Copy Previous Comments." The comments can be edited after you copy them over if necessary.

6. **Click "Submit"**

7. **Review the order in the Shopping Cart, then click "Check out"**

8. **In Checkout, review the order again and select "Place My Order"**

9. **Your order is only complete once you see the "Success!" screen**