Kohl's Video Upload Instructions

1. To add videos for styles, click on the **Product** link in the top navigation, then click on **Asset Maintenance**. Select the **Video Icon**.

      To Load a Video you will need:

- Department Number
- Vendor Name
- CP ID(s)

When loading a single video to multiple CP IDs with the same department/vendor combo, separate each CP ID with a comma. Once the video is selected, click **Done**.

If the video meets the size requirements, a green check mark will appear.

2. After all relevant information has been entered, click **Next** to upload the video.

3. You will be informed with an Upload Successful message when Kohl's has received the video.

- Only one video can be uploaded at a time.
- Videos will be uploaded from a computer.
- Video File Names do not need to match a style number.
- All Videos must meet Kohl's size requirements, which can be found in the Style Guide.