

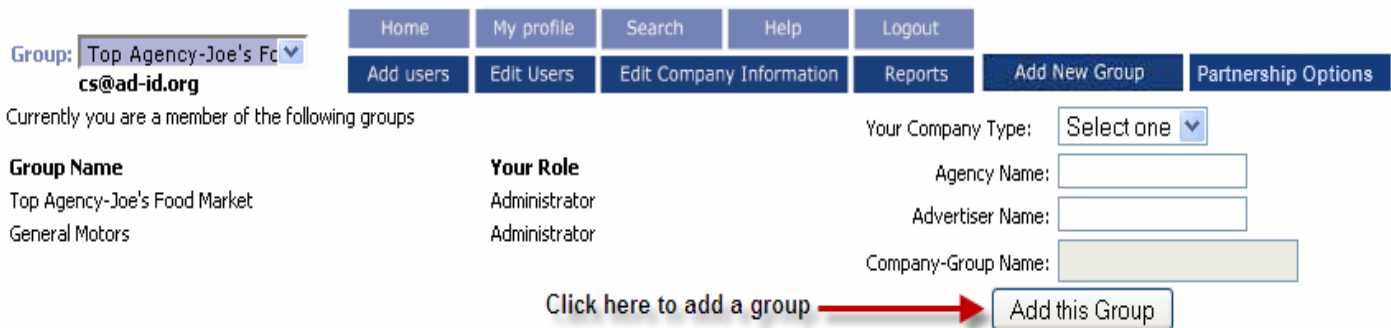
ADDING A NEW GROUP

Please contact customer service at cs@ad-id.org, (704) 501-4410 or (704) 594-6285 for assistance.

Note: Only Administrators have the ability to add new groups. If you are not an Administrator, please contact an Administrator or Ad-ID customer service for assistance.

Groups are set up in Ad-ID to separate the prefixes, codes and contracts for each advertiser. Therefore, if an agency uses Ad-ID for multiple clients they will have multiple groups in Ad-ID to separate their clients. If you need to add a new group to your account, follow these steps.

1. Click on the "Add New Group" button at the top of your home page.
2. Select your Company Type from the drop down box.
3. Fill in Agency Name, if applicable. If you chose Agency as your company type, you will enter your agency in the Agency Name field and your client in the Advertiser Name field. If you chose Advertiser or Other as your company type, you would just enter your company name in the Advertiser Name field and leave Agency Name blank.
4. Fill in Advertiser Name.
5. The Company-Group Name will automatically populate based on what you have entered.
6. Click on "Add This Group." The new group will show immediately in the list of groups on the left
7. Click on the Home button to refresh and the new group will be listed in your Group down list at the top left of your home page.



Group: Top Agency-Joe's Food Market cs@ad-id.org

Currently you are a member of the following groups


Group Name	Your Role
Top Agency-Joe's Food Market	Administrator
General Motors	Administrator

Your Company Type: Select one

Agency Name:

Advertiser Name:

Company-Group Name:

Click here to add a group 

You can choose the group from your list and activate the appropriate prefixes and purchase contracts. For assistance with prefixes and contracts, please see the Activating/Licensing a Prefix or Purchasing Code Contracts documents or contact customer service.

The Administrator that creates the group is the only person with access to the group until other administrators or users are added. Please see the Adding and Editing Users document for more information.

Please see the Help section of the Ad-ID website for further assistance or contact Ad-ID customer service with questions.