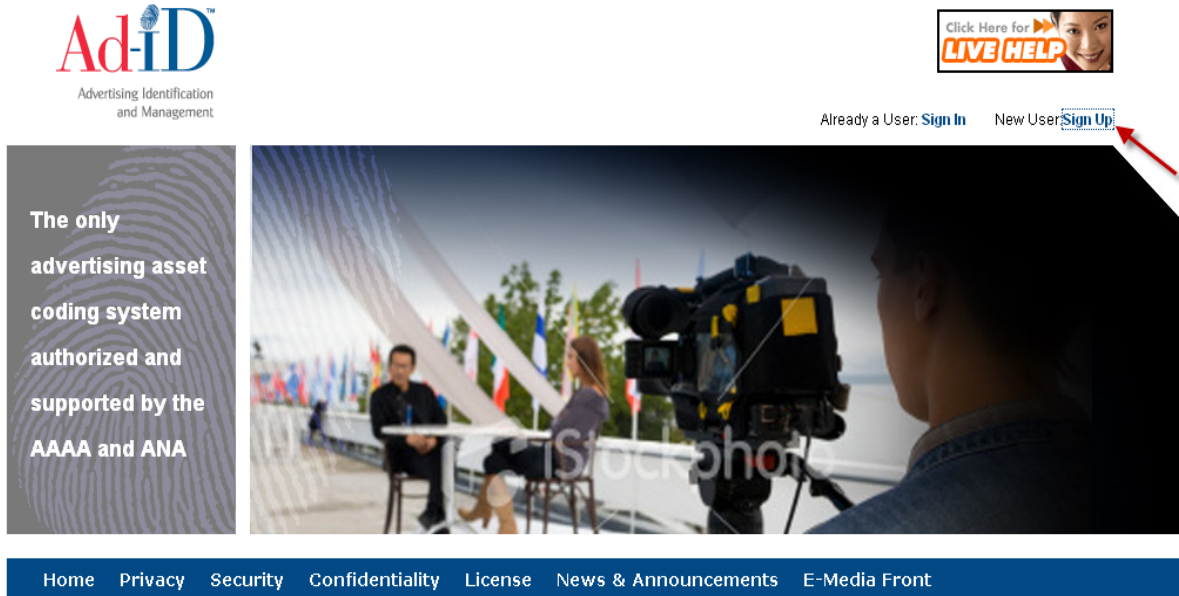


SIGNING UP AS A NEW USER

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

Note: If you are trying to access a group that is already established in Ad-ID, please contact the Administrator of that group before signing up or contact customer service for assistance.

1. Go to www.ad-id.org.
2. Click on the “Sign Up” button next to “New User.”



The screenshot shows the Ad-ID website interface. At the top left is the Ad-ID logo with the tagline "Advertising Identification and Management". To the right is a "LIVE HELP" button with a woman's face. Below the logo, there are two buttons: "Already a User: Sign In" and "New User: Sign Up". A red arrow points to the "Sign Up" button. The main content area features a large image of a person sitting at a table outdoors, with a camera operator in the foreground. Text on the left side of the image reads: "The only advertising asset coding system authorized and supported by the AAAA and ANA". At the bottom of the page is a blue navigation bar with links: Home, Privacy, Security, Confidentiality, License, News & Announcements, and E-Media Front.

3. Fill in information for all fields.
Under Business information, choose the appropriate company type. Complete the agency and advertiser fields, 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. Complete the remaining business information fields and billing details. If the billing details are the same, you can click on Copy Business Details.
4. If you would like to sign up for paperless invoicing, on the right side, under Billing Details, enter the email address that you would like all invoices and statements to be sent to. You can include multiple emails by separating each email with a comma. Check off the box to authorize Ad-ID to email all invoices and statements.
5. Enter the 2 words shown at the bottom of the page. If you cannot read the words, there is a refresh button you can click on to get another set of words.



- Once all fields are completed, click on "Signup."

New Company-Group Form

All fields are required.

First Name:	<input type="text" value="Customer"/>
Last Name:	<input type="text" value="Service"/>
Email:	<input type="text" value="cs@ad-id.org"/>
Password:	<input type="password" value="••••••••"/>
Confirm Password:	<input type="password" value="••••••••"/>
Title:	<input type="text" value="Customer Service Rep"/>

Business Information

Your Company Type:	<input type="text" value="Agency"/>
Agency Name:	<input type="text" value="Agency 123"/>
Advertiser Name:	<input type="text" value="Joe's Food Market"/>
Company-Group Name:	<input type="text" value="Agency 123- Joe's Food"/>
Phone:	<input type="text" value="704-501-4410"/>
Address:	<input type="text" value="1020 David Taylor Drive"/>
Address Line 2:	<input type="text" value="Suite 305"/>
City:	<input type="text" value="Charlotte"/>
State:	<input type="text" value="North Carolina"/>
Zip:	<input type="text" value="28262"/>
Country:	<input type="text" value="United States"/>

Billing Details

<input type="button" value="Copy Business Details"/>	
Billing Contact:	<input type="text" value="Customer Service"/>
Title:	<input type="text" value="Customer Service Rep"/>
Email:	<input type="text" value="cs@ad-id.org"/>
Phone:	<input type="text" value="704-501-4410"/>
Address:	<input type="text" value="11020 David Taylor Drive"/>
Address Line 2:	<input type="text" value="Suite 305"/>
City:	<input type="text" value="Charlotte"/>
State:	<input type="text" value="North Carolina"/>
Zip:	<input type="text" value="28262"/>
Country:	<input type="text" value="United States"/>

I authorize Ad-ID to email all invoices and statements to the email provided.



- This will bring you to the standard online Ad-ID user agreement. At the bottom of the agreement, initial and accept the terms by clicking I agree.
- This will bring you to your Ad-ID home page.



Now you can activate the appropriate prefixes and purchase contracts to begin using the system. For assistance with prefixes and contracts, please see the [Activating/Licensing a Prefix and/or Purchasing Code Contracts](#) documents or contact customer service.

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