



Topsail Coast Advertiser

1133 E Ocean Rd

STE B

Holly Ridge, NC 28445

(910) 227-4990

www.Topsail-Advertiser.com

Customer Signup Instructions

1. Click "Register" to register a new account. Complete the form and press the "Register" button.
2. A verification email will be sent to the input email. Open the email and click the link to verify the email address.
3. Once verified, click "Login" with the registered credentials, it then opens the "Settings" page.
4. Complete the "Account Details" form as accurately as possible including uploading a "Profile Image" and "Social Links".
5. Click "Save Changes"!!!
6. Click "Post Your Ad" in the upper right.
7. Complete the Ad information including:
 - a. Category: (if not listed just put it as the first line of the description and it will be added)
 - b. Description: (add as much information as possible)
 - c. Gallery: upload your logo and any images
 - d. Attachments: PDF's only area (if any)
 - e. Location: enter the physical "Location" of the business (Ex. 1133 E Ocean Rd Ste B, Holly Ridge, NC 28445)
8. Click the "Post Your Ad" button in the lower right.
9. Click "Subscribe Now" at the top of the page, then select the desired package by clicking "Choose plan". It will then direct you to the "Stripe" payment page. Complete the payment details
10. The ad will be moderated (reviewed) and available within 1 business day (M-F). During the moderation of the ad, it will be formatted, and additional SEO info will be added for maximum search engine inclusion.
11. You can login and change your ad at any time, and it will be marked as "Draft" and not visible until it is again moderated. Again about 1 business day (M-F).