CUSTOMER QUICK START GUIDE

Your Advertiser Portal

Manage your advertising account online — anytime, any device.

Welcome to the Advertiser Portal

This is your online account center. View and pay invoices, approve ad proofs, save payment methods, and review your account history. This guide walks you through everything you can do.

What you can do

View invoices & balances

See outstanding invoices, balances, and past-due amounts, and download PDFs.

Pay online

Pay by credit card or ACH (bank account) — surcharge is handled automatically.

Save payment methods

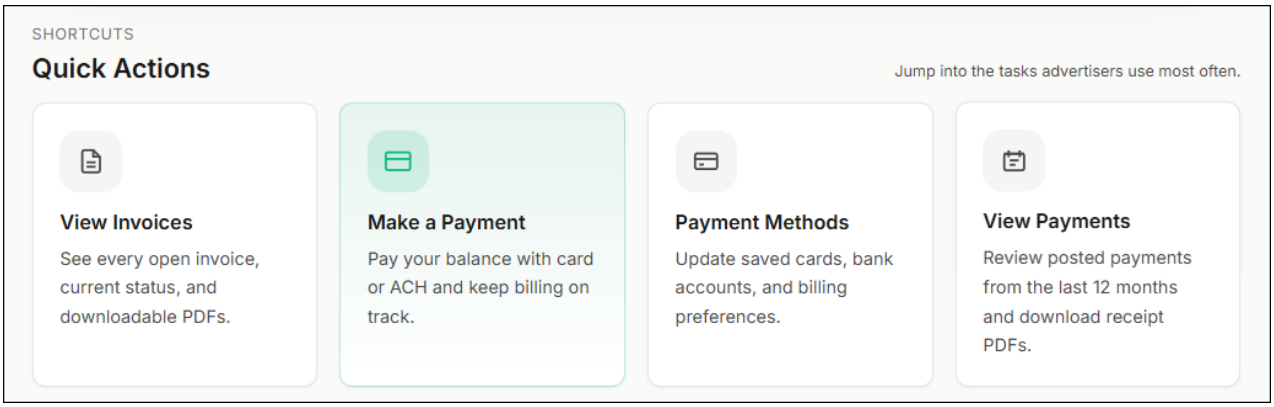
Securely add, update, or remove cards and bank accounts on file.

History & receipts

View your payment history and download receipts anytime.

Multiple accounts

Switch between all accounts tied to your email with one login.

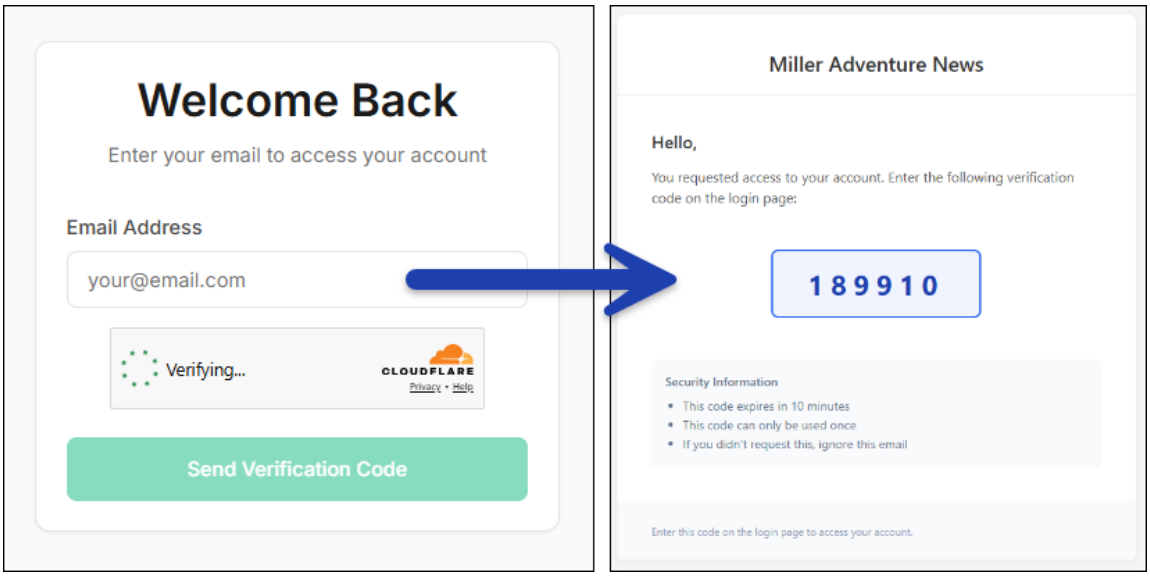


Quick actions on your dashboard put the most common tasks one click away.

1 Logging in — no password needed

There are no passwords to remember. You log in with your email and a one-time code.

- Click the portal link in your email, or visit our website and choose **Log In** / **Pay My Bill**.
- Enter the **email address** on file with us.
- Check your inbox for a **one-time verification code** and enter it (it expires in 10 minutes).
- You're in — no account setup or password required.



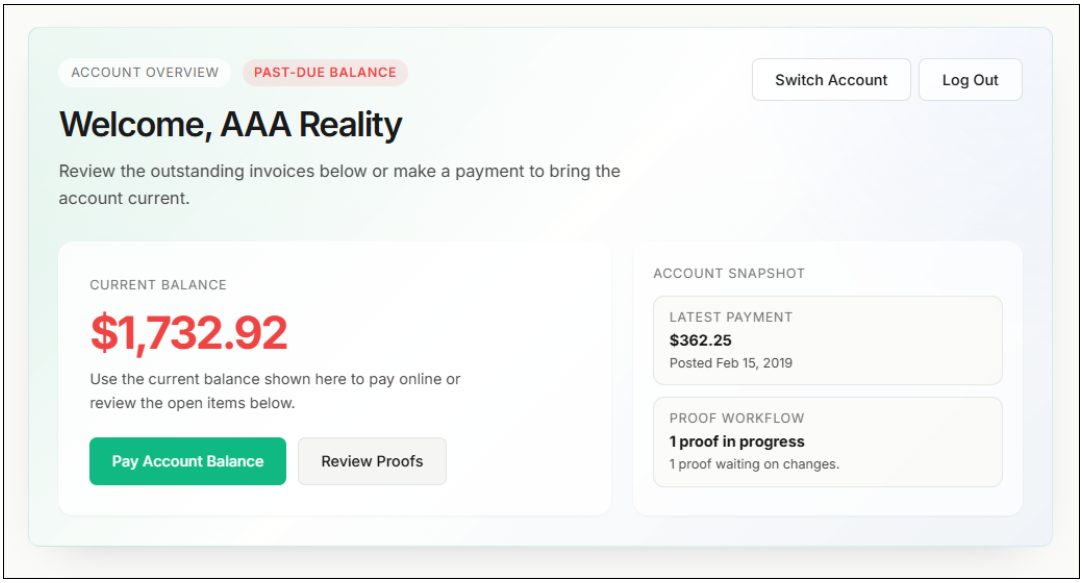
Enter your email, then type the one-time code we send you.

> **Tip**
> If you manage more than one business or account, a single login lets you switch between all accounts tied to your email.

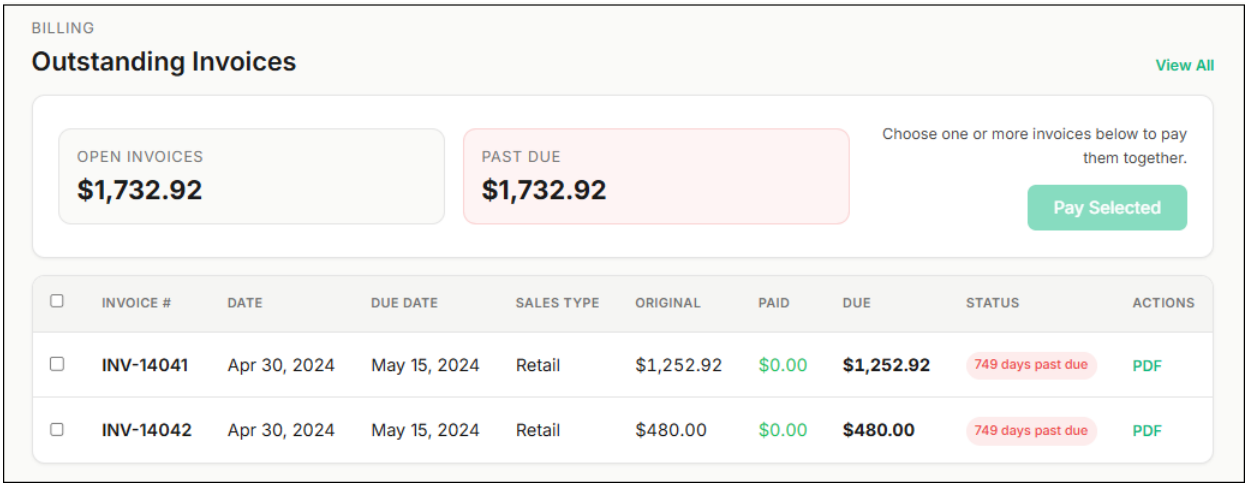
2 Viewing invoices & your balance

From your dashboard you can see your current balance, outstanding invoices, and any past-due amounts at a glance.

- See **current and past invoices** (up to 12 months of history).
- **Download or print invoice PDFs**, formatted with our familiar letterhead.
- Review what was billed, when, and the amount due.



Your dashboard: current balance, latest payment, and proof status at a glance.

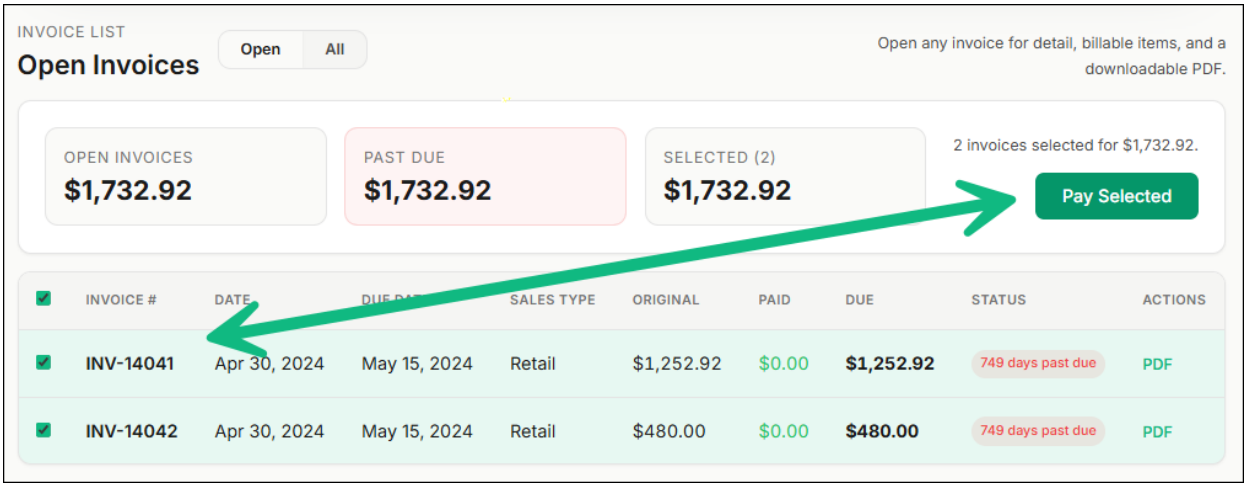


Outstanding invoices — select one, several, or pay them all together.

3 Making a payment

Paying your bill takes just a few clicks, and payments post to your account automatically.

- Choose how to pay: **select specific invoices**, **pay all outstanding**, or make a **general payment** toward your balance.
- Choose a **saved payment method** or enter a new card or bank account.
- Review the total — any surcharge is shown (debit and ACH are exempt automatically) — and submit.
- Your payment **applies to your invoices instantly** — no waiting, no follow-up call.

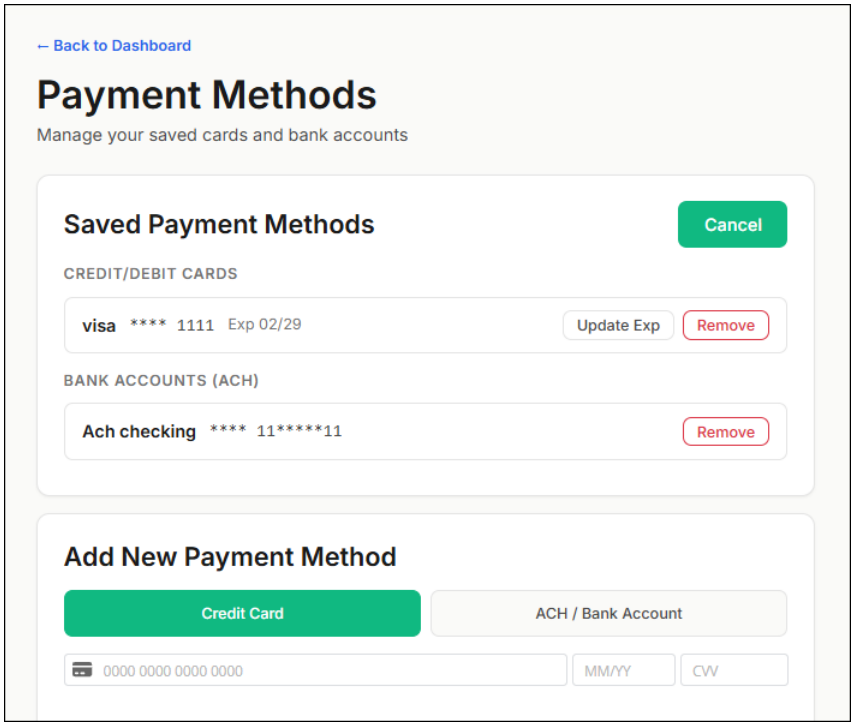


Check the invoices you want to pay, then choose Pay Selected.

4 Managing payment methods

Keep your payment options up to date — securely, without ever reading card numbers over the phone.

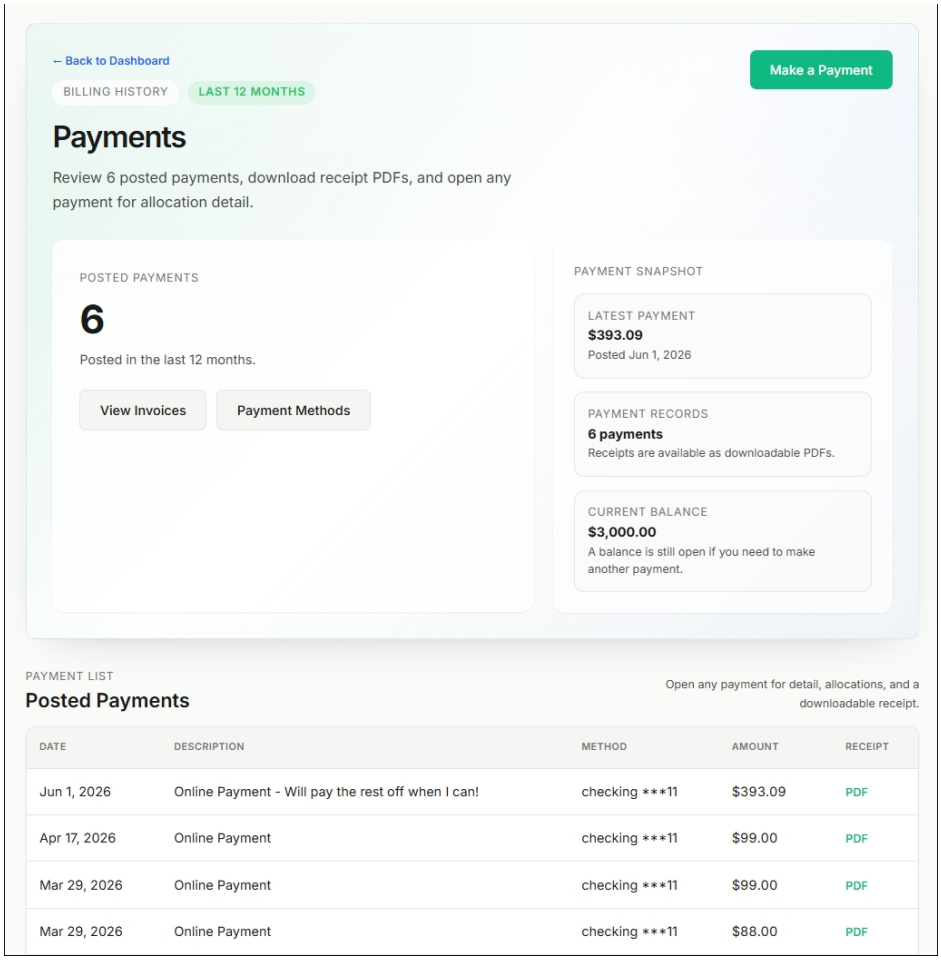
- **Add, update, or remove** credit/debit cards and **ACH (bank) accounts**.
- **Save payment methods** so future payments are faster.
- All saved methods are stored securely in our payment vault.



Manage saved cards and bank accounts, or add a new one.

6 Payment history & receipts

- View your **full payment history**, including which invoices each payment was applied to.
- **Download a receipt** immediately after any payment, or anytime later.



Every posted payment, with downloadable receipt PDFs.

Need help?

Contact us at **970-586-5800** or **email:** office@estesparknews.com and we'll be glad to assist.