

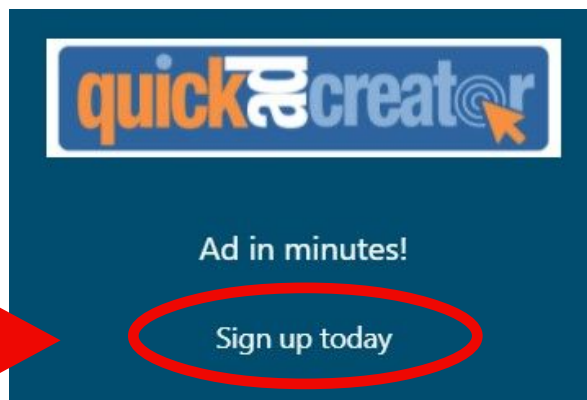


## How to easily create your public notice with Quick Ad Creator

### STEP 1

To begin, visit [www.quickadcreator.com](http://www.quickadcreator.com)

### STEP 2



Click here

Please fill out the registration form and choose the appropriate user type. Then click register.

**CAUTION:** To prevent users from creating duplicate company registrations, please check to make sure no one else in your organization has already registered your organization. If your organization is already registered, you can be added as a user by the person who originally set up the account.

#### Register

Register to get started

First name

First name

Last name

Last name

Email

Email

Phone

Phone

Password

Password

Type

Select one

Already registered? [Login](#)

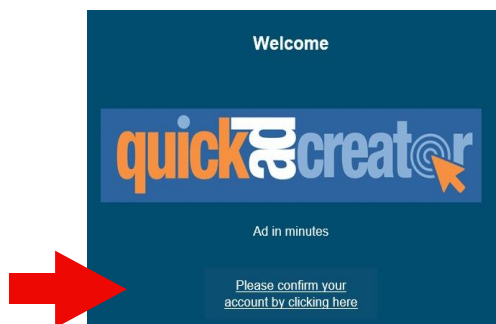
Register

### STEP 3

You will receive a confirmation via email.

Please click on the hyperlink to confirm your email.

\*Gmail users — please check your spam folder, found under “more”.



Login

Login to get started

Email

Email

Password

Password

☐ Remember my email address

### STEP 4

**Organizations Only:** Click on the Organization tab on the left, fill out the Organization info and click “submit”. (This step will only have to be completed once)

Dashboard

Notice

Account

ADMINISTRATION

Organization

Users

Organization

Organization details

Organization name\*

Organization po

Contact name\*

Contact email\*

Contact phone\*

Address\*

Address 2

City\*

State\*

Zip\*

County\*

☐ Disable

Cancel

Submit

### STEP 5

Click on: **Create notice**, and select the appropriate drop down menu, and click “next” \*LLC Customers skip to step 5A

Dashboard

Notice

Account

ADMINISTRATION

Organization

Users

Notice details

State\*

County\*

Notice type\*

Newspaper\*

Organization\*

Cancel

Next

## STEP 6

**Public Notices: Copy and Paste** your ad copy from your original document (word or text) into the text box on the left. You may edit your copy in the box on the left — changes will appear in real time in the box on the right. When your ad has been proofed, click “Next”.

**CAUTION:** Please make sure your original document is single spaced. Documents that are double spaced will result in a public notice that is double spaced.

### Publish notice

Notice details

Columns\*

2

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**Public Notice**  
**Youth Baseball Annual Board Elections**

Date: August 5, 2020  
Time: 5:30pm – 7:30pm  
Location: Valley Inn, 1234 State Rte 54 Bath NY 14444  
Due to COVID-19 limitations, all nominations must be sent to by Sunday August 2nd. Please include nominee's name, position nominated for and phone number. Eligible voters may submit their votes on August 5th between 5:30-7:30 at Pleasant Valley Inn. Votes received by email, telephone, or social media will not be accepted. One ballot per eligible voter present.

### The LEADER

Gatehouse Media Corning Holdings  
The Corning Leader  
PUBLIC notice

height: 1.78 column(s): 2

1 of 1 Automatic Zoom

**Public Notice**  
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## STEP 7

Select your publish dates. Only the dates in grey are available.

### Publish dates

Publish details

< Jan 2022 >

January 2022 February 2022

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	1	2	3	4	5
30	31						6	7	8	9	10	11	12

Previous Next

## STEP 8

Select Affidavit type (If required).

Dashboard

**Notice**

Account

ADMINISTRATION

Organization

Users

### Affidavit options

Affidavits are notarized and sent after last publication date

☒ Emailed affidavit\* \$25.00
 ☐ Number of mailed affidavit(s)\*\* \$35.00 each

\*The state of New York accepts electronic (emailed) notarized affidavits for most legal notices including LLC formations, public hearings, RFPs, etc.  
 \*\*Court hearings may require physical (mailed) affidavits

Previous Next

## STEP 9

Review Invoice details and hit “submit”. Your invoice will arrive via email.

The LEADER

TO: Test  
1234 Main  
City, NY 11111

EMAIL:

DESCRIPTION	RUN DATE	TOTAL
PUBLIC	Jan 18, 2022	\$22.93
PUBLIC	Jan 20, 2022	\$19.19

DESCRIPTION	QUANTITY	TOTAL
Affidavit(Email)	1	\$25.00

SUBTOTAL	DISCOUNT	TOTAL
\$67.12	\$0.00	\$67.12

☒ Please click here to indicate that you have reviewed your notice for accuracy and acknowledge that this is how it will appear when published.

☐ Credit card ☐ Invoice

[Previous](#) [Submit](#)

The LEADER

PUBLIC notice

height: 1.78 column(s): 2

1 of 1 Automatic Zoom

**Public Notice**  
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## STEP 5A

(LLC FORMATION NOTICE CUSTOMERS ONLY)

Dashboard

Notice

Account

ADMINISTRATION

Organization

Users

Notice details

State\* New York County\* Albany

Notice type\* LLC Newspaper\* Ravena News-Herald

Organization\* Test

[Cancel](#) [Next](#)

## STEP 6A

Complete the template with your LLC information. Your ad will be auto-generated on the right with the correct legal language. If you prefer to use your own legal language, click on “custom notice”

Dashboard

Notice

Account

ADMINISTRATION

Organization

Users

LLC

LLC details

LLC name\* Test County\* Albany

Date formed in NY\* 01/12/2022 Entity type\* Limited Liability Company (LLC)

☐ Enable Custom Notice

SERVICE OF PROCESS (SOP) REGISTERED AGENT INFO

Registered Agent Name\* Registered Agent New York

Address\* 123 Main

Address 2

Apartment, studio, or floor

City\* City State\* New York Zip\* 11111

County\* Albany

☐ Formed in another state

[Previous](#) [Next](#)

The News-Herald

Capital Region Independent Media

Ravena News-Herald

LLC notice

height: 2.15 column(s): 1

1 of 1 Automatic Zoom

Notice of Formation of Test. Articles of Organization filed with Secretary of State of NY (SSNY) on 2022-01-12. Office location: Albany County, SSNY designated as agent of Limited Liability Company (LLC) upon whom process against it may be served. SSNY should mail process to Registered Agent New York: 123 Main City NY 11111. Purpose: Any lawful purpose

## STEP 7A

Choose your publish dates - the six weeks will automatically populate, once you have chosen the first date.

Dashboard
Notice
Account
ADMINISTRATION
Organization
Users

### Publish dates

Publish details

Jan
2022

January 2022
February 2022

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1	1	2	3	4	5		
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	1	2	3	4	5
30	31						6	7	8	9	10	11	12

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The News-Herald
Capital Region Independent Media
Ravena News-Herald
LLC notice

height: 2.15 column(s): 1

1 of 1
Automatic Zoom

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## STEP 8A

Your affidavit will be emailed to you within 7 days following the 6th and final publication date.

Dashboard
Notice
Account
ADMINISTRATION
Organization
Users

### Affidavit options

Affidavits are notarized and sent after last publication date

☒ Emailed affidavit\* \$20.00

\*The state of New York accepts electronic (emailed) notarized affidavits for most legal notices including LLC formations, public hearings, RFPs, etc.

\*\*Court hearings may require physical (mailed) affidavits

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The News-Herald
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Ravena News-Herald
LLC notice

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## STEP 9A

Review Details and click “submit”.

Dashboard
Notice
Account
ADMINISTRATION
Organization
Users

DESCRIPTION	RUN DATE	TOTAL
LLC	Jan 20, 2022	\$11.44
LLC	Jan 27, 2022	\$8.73
LLC	Feb 3, 2022	\$8.73
LLC	Feb 10, 2022	\$8.73
LLC	Feb 17, 2022	\$8.73
LLC	Feb 24, 2022	\$8.73

DESCRIPTION	QUANTITY	TOTAL
Affidavit(Email)	1	\$20.00

SUBTOTAL	DISCOUNT	TOTAL
\$75.09	\$0.00	\$75.09

☒ Please click here to indicate that you have reviewed your notice for accuracy and acknowledge that this is how it will appear when published.

☒ Credit card

Previous
Submit

1 of 1
Automatic Zoom

Notice of Formation of Test, Articles of Organization filed with Secretary of State of NY (SSNY) on 2022-01-12. Office location: Albany County, SSNY designated as agent of Limited Liability Company (LLC) upon whom process against it may be served. SSNY should mail process to Registered Agent New York: 123 Main City NY 11111. Purpose: Any lawful purpose

## STEP 10A

Fill in the payment information, and click on the payment button.  
Your receipt and confirmation will be emailed to you immediately.

The screenshot shows the 'Quick Ad Creator' payment interface. On the left is a sidebar with navigation links: Dashboard, Notice, Account, ADMINISTRATION, Organization, and Users. The main area displays the merchant information for 'Capital Region Independent Media' and a form for entering payment details. The form includes fields for First name, Last name, Address, City, State, Zip, Card number, Expiration, and CVV. A 'Pay \$75.09' button is at the bottom. A right-hand panel shows a preview of a document titled 'Notice of Forfeiture'.

Quick Ad Creator

Capital Region Independent Media  
164 Main Street  
Ravena, NY 12143  
USA  
518-464-6483

height: 2.15 column(s): 1

1 of 1

Notice of Forfeiture  
Test. Articles  
Organization 1  
Secretary of 5  
(SSNY) on 202  
Office location  
County, SSNY  
designated as  
United Liability  
Company (LLC)  
whom process  
may be serve  
should mail p  
Registered Ag  
York: 123 Mai  
11111. Purpo  
lawful purpose

First name (on the card)  
Jason

Last name (on the card)  
Doe

Address\*  
1234 Main St

Address 2  
Apartment, studio, or floor

City\* State\* Zip\*  
City Choose... Zip

County\*  
Choose...

Card number  
Your card number

Expiration CVV  
1012

☐ Agree to [terms and conditions \(read here\)](#)

Pay \$75.09

Need more help?  
email us: [support@nynewspapers.com](mailto:support@nynewspapers.com)

Ask Me Anything webinars are offered every Monday and Thursday @ 11 am

<https://us02web.zoom.us/j/85723513533?pwd=d1FTZjlqK0liQUtzWnFjSWtIZUIPQT09>

Important payment information:  
Your invoice number **MUST** be included on your check to ensure that your payment is properly credited.

