

STNG**SUN-TIMES
NEWS
GROUP**

TOGETHER WE'RE BETTER

Chicago Sun-Times | Beacon News | Herald News | Naperville Sun
Pioneer Press | Post-Tribune | Daily Southtown | The Star | PennySaver
Sun Publications | Courier News | The Doings | Lake County News Sun**Instructions for signing up and using
ADTRANSIT.com****The Facts****WHAT IS THE BEST WAY TO SEND MY AD TO THE
SUN-TIMES NEWS GROUP?**

AdTransit.com. Register for an account using your web browser and **STNG will pay all transfer fees to our group of newspapers even after the free trial period offered to everyone.** Mac and PC platforms are supported.

Please have the name and e-mail address of your advertising sales representative at the paper before you begin registering. Providing this information during registration allows AdTransit to notify your rep of each transmission, as well as deliver your materials to production.

(If you already have an account on AdTransit, you should use the existing account. Please skip to the instructions on adding destination papers.)

WHY ADTRANSIT INSTEAD OF E-MAIL?

Like online stock trading and banking, AdTransit.com is secure, reliable and traceable. Proof of delivery protects you and your critical submissions.

AdTransit sends up to 20 MB of information.

How to Register

1. Go to www.AdTransit.com/sun-times
2. Select the "REGISTRATION" tab at the top of the page
3. Select the type of ad sender you are (advertiser, agency, design firm) then hit "REGISTER"
4. Enter your company information and **skip the section regarding payment information**
5. Enter at least one of your advertiser clients if you are an ad agency or design firm

Questions

If you have questions or technical difficulties with registering, updating or using the site, please contact:

B-Linked's AdTransit **Call (800) 254-6533**
..... **E-mail: support@adtransit.com**

CHICAGO SUN-TIMES	(312) 321-2007
BEACON NEWS	(630) 844-5958
FOX VALLEY	(630) 416-5130
HERALD NEWS	(815) 729-6138
NAPERVILLE SUN	(630) 416-5103
PIONEER PRESS	(847) 486-7444
POST-TRIBUNE	(219) 648-2172
SOUTHTOWN/THE STAR/PENNYSAVER	(708) 633-6925
SUN PUBLICATIONS	(630) 416-5130
THE COURIER NEWS	(847) 888-7820
THE DOINGS	(630) 371-0519
THE NEWS SUN	(847) 599-2153

How to Update Account Info**HOW TO ADD DESTINATION PAPERS**

For example, to add the Chicago Sun-Times:

- Select "IL" from the state pull-down menu
- Select "DAILY" from the type pull-down menu
- Hit "SEARCH"
- Locate by city alphabetically: select CHICAGO>SUN-TIMES
- Hit "SUBMIT"
- Add your sales rep and his or her email address. (Select "I don't know" if you do not have this information. It can be added later.)
- Continue to add additional papers or complete registration. *You will receive a welcome e-mail from AdTransit. If you are unable to log in, your company may have a duplicate account. If that is the case, an AdTransit representative will contact you shortly.*

ADDING OTHER STNG PAPERS

When you sign on for the STNG papers you will add newspapers in the category General/Suburban Weekly on AdTransit.

WEEKLIES:

Sun Fox Valley Publications, Pioneer Press, The Doings, The Star (twice weekly), PennySaver

DAILIES:

Chicago Sun-Times, Courier News, Beacon News, Herald News, Southtown, Lake County News Sun, Post-Tribune, Naperville Sun

This service is free in conjunction with the above papers using AdTransit's Basic level of service, even beyond the trial period. You will NOT need to enter payment information when sending to the papers listed above.

**HOW TO UPDATE OR ADD AN ACCOUNT
EXECUTIVE LATER ON**

1. Go to AdTransit.com and select the "UPDATE ACCT" tab at the top of the page
2. Log in
3. Select the publication from the pull-down menu; then select "MODIFY"
4. Update the rep name and/or e-mail address

HOW TO ADD ADDITIONAL PAPERS LATER ON

1. Go to Adtransit.com and select the "UPDATE ACCT" tab at the top of the page
2. Log in
3. Select the last item on the menu: "ADD PUBLICATION(S) TO PROFILE"
4. Follow steps to add a paper by category (Daily, or General/Suburban Weekly).