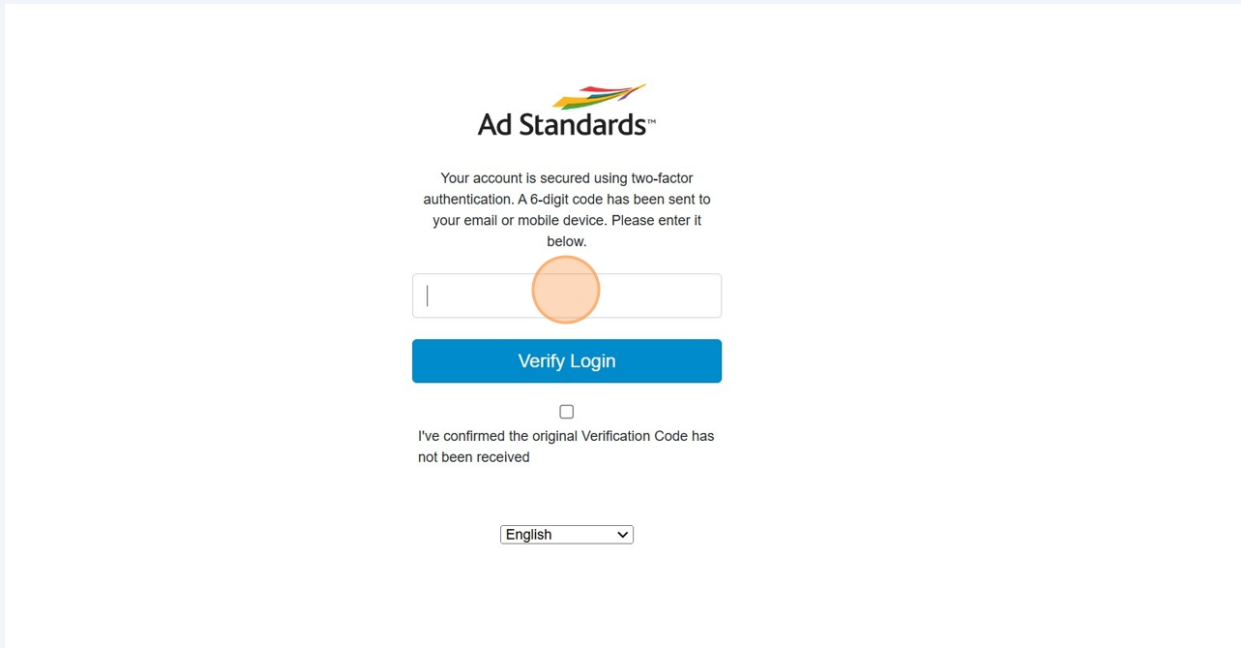


How to Request a Number Transfer

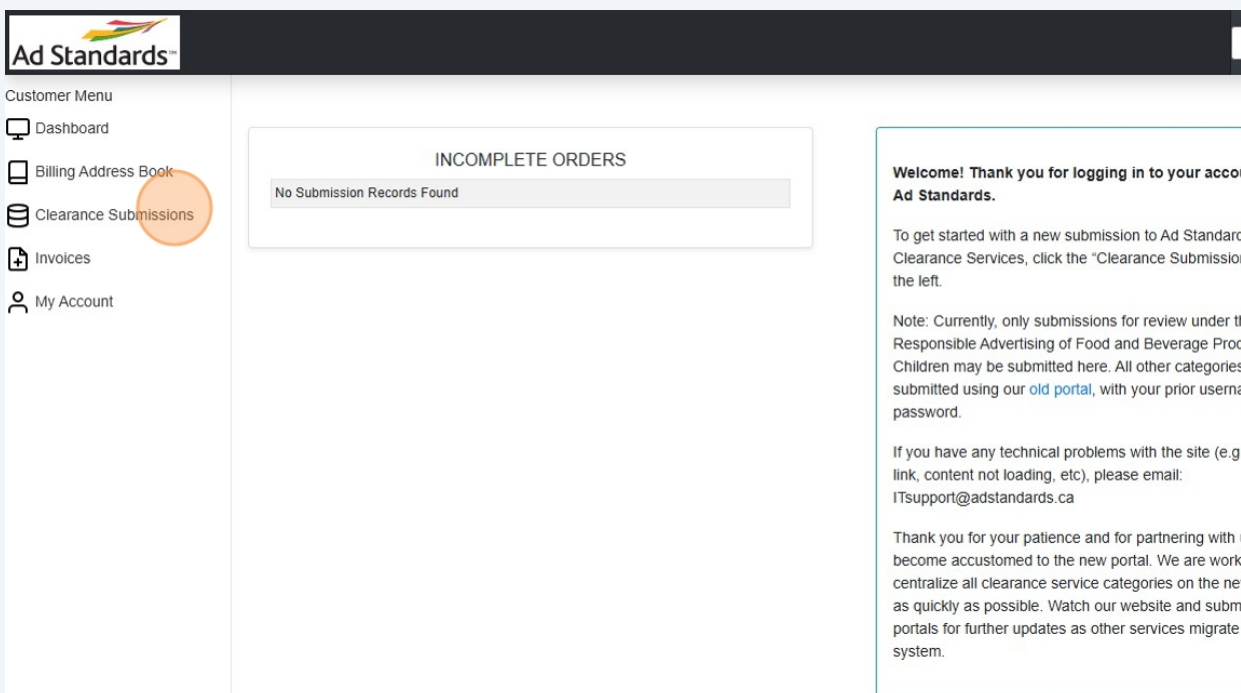
1

If asked, enter in the code sent to your email or mobile device (two-factor authentication.)



2

Once you have logged on, click on Clearance Submissions.



3

Under Completed Orders, find the submission you would like to request for Number Transfer.

The screenshot shows the 'Clearance Order Submission' page. At the top right, there is a language dropdown set to 'English' and a 'Logout' link. Below this, there are two tabs: 'Open Orders' and 'Completed Orders'. The 'Completed Orders' tab is selected and highlighted with an orange circle. Below the tabs is a search bar with a 'GO' button and two other buttons labeled 'New Order', 'PDF', and 'CSV'. Below the search bar, there is a section titled 'Open Clearance Orders' which contains a table with the following data:

	Submission #	Order #	Activated	Submitted	Due Date	Status	Advertiser	Product	Script Title
View Resubmit	4002188	1002533	<input type="checkbox"/>	October 29, 2024 10:58 AM	October 31, 2024 10:56 AM	Resubmit Requested	Winnipeg	Hockey in Winnipeg	Great Game
View	4002174	1002520	<input type="checkbox"/>	October 29, 2024 10:28 AM	October 29, 2024 5:00 PM	Resubmitted	Gambit	Gambit the chocolate lab	Best Dog Ever

4

Use the Search bar and GO to locate the submission.

- Search can include the Submission #, Order #, Advertiser or Product.
- Use only one word/number or a string of words.

The screenshot shows the 'Clearance Order Submission' page. At the top left is the 'Ad Standards' logo. At the top right, there is a language dropdown set to 'English' and a 'Logout' link. On the left side, there is a 'Customer Menu' with links to 'Dashboard', 'Billing Address Book', 'Clearance Submissions', 'Invoices', and 'My Account'. Below the menu, there are two tabs: 'Open Orders' and 'Completed Orders'. The 'Completed Orders' tab is selected and highlighted with an orange circle. Below the tabs is a search bar with a 'GO' button and two other buttons labeled 'PDF' and 'CSV'. Below the search bar, there is a section titled 'Completed Orders' which contains a table with the following data:

	Submission #	Order #	Submitted	Release Date	Time	Status	Advertiser	Product	Script Title
Number Transfer View	4002111	1002453	October 23, 2024 5:23 PM	2024-10-23	18:16	Approved	Great Books	Fantasy Series	Throne of Glass
Number Transfer View	4002034	1002371	October 18, 2024 1:21 PM	2024-10-25	11:00	Approved	Cofee	caramel macchiato	Best Coffee
Number Transfer View	4001905	1002243	October 10, 2024 11:49 AM	2024-10-29	10:24	Approved	Great Books	Fantasy Series	Throne of Glass
Number Transfer View	4001736	1002074	October 7, 2024 11:14 AM	2024-10-08	17:30	Approved	Red Wine	Red Wine for Weekends	Niagara on the lake red wine

5 Once located, you can View or Number Transfer your submission.

Ad Standards™

Customer Menu

- Dashboard
- Billing Address Book
- Clearance Submissions
- Invoices
- My Account

Clearance Order Submission

Open Orders | Completed Orders

Search: 4002034 [GO](#) [PDF](#) [CSV](#)

Completed Orders

	Submission #	Order #	Submitted	Release Date	Time	Status	Advertiser	Product
Number Transfer	4002034	1002371	October 18, 2024 1:21 PM	2024-10-25	11:00	Approved	Cofeee	caramel macchia

6 Clicking on View allows you to view the content of the submission.

English Logout

Clearance Order Submission

Open Orders | Completed Orders

Order #: 1002371 Submission #: 4002034 Status: Approved
 Division: Food and Non-alcoholic Beverages Service: Priority - 24 hr
 Product: caramel macchiato Advertiser: Cofeee

Ad Standards Response(s)

	Submission #	Script Title	File Name	File Description	File Size (Kb)	Submitted
View	4002034	Best Coffee	1002371-4002034-Script_v_1.pdf	Release File	203	October 25, 2024 11:02 AM

File Attachment(s)

	Submission #	Script Title	File Name	File Description	File Size (Kb)	Submitted
View	4002034	Best Coffee	Script.pdf	Script	181	October 18, 2024 1:27 PM
View	4002034	Best Coffee	Script.docx	Script	30	October 18, 2024 1:22 PM
View	4002035	Great Summer Drink	Script.pdf	Script	181	October 18, 2024 1:27 PM
View	4002035	Great Summer Drink	Script.docx	Script	30	October 18, 2024 1:24 PM

Order Correspondence

7

Clicking on Number Transfer begins the Number Transfer process.

Ad Standards™

Customer Menu

- Dashboard
- Billing Address Book
- Clearance Submissions
- Invoices
- My Account

Clearance Order Submission

Open Orders | Completed Orders

Search: 4002034 [GO](#) [PDF](#) [CSV](#)

Completed Orders

	Submission #	Order #	Submitted	Release Date	Time	Status	Advertiser	Product
Number Transfer View	4002034	1002371	October 18, 2024 1:21 PM	2024-10-25	11:00	Approved	Cofeee	caramel macchia

8

After clicking on Number Transfer, you are able to:

- Change the Title
- Change the Comm ID/ ISCI Code
- Change the Service level

The screenshot shows a web interface for configuring an advertising campaign. The main heading is "Food and Non-alcoholic Beverages". Below this, the "Order #:1002371" and "Advertiser: Cofee" are displayed. The form is divided into several sections:

- Select Product:** A dropdown menu showing "caramel macchiato".
- Title:** A text input field containing "Best Coffee".
- Comm ID / ISCI Code:** A text input field containing "2222", which is circled in orange.
- Variation?** A checkbox that is currently unchecked.
- Select Variations of:** A dropdown menu showing "Select Submission".
- Language:** A dropdown menu showing "English".
- Submission Type:** A dropdown menu showing "Advertisement Review".
- Media:** A dropdown menu showing "TV/Video/DOOH Video".
- Length:** A section with three dropdown menus for "Hours" (00), "Minutes" (00), and "Seconds" (30).
- Single Market Only:** A checkbox that is currently unchecked.
- Market City:** A text input field.
- Select Service:** A section with two radio buttons: "Regular - 48 hr" (unchecked) and "Priority - 24 hr" (checked). Below this, it displays "Date: 2024-10-30 3:15:02 PM , Cost: \$ 0". This section is circled in orange.
- Notes:** A text area containing the text "Please review script. Let me know if you need anything else."

9

Enter any Notes you might like to share with Ad Standards.

Order #:1002371 Advertiser: Cofeee

Select Product
caramel macchiato

Title
Best Coffee Ever **Comm ID / ISCI Code**
22245

Variation? **Select Variations of**
Select Submission **Language**
English

Submission Type
Advertisement Review **Media**
TV/Video/DOOH Video

Length
Hours: 00 Minutes: 00 Seconds: 30

Single Market Only
Market City

Select Service
 Regular - 48 hr Priority - 24 hr
Date: 2024-10-31 3:15:35 PM , Cost: \$ 0

Notes
Please review script. Let me know if you need anything else.

Save & Next Cancel

10

Click on Save & Next to continue.

Order #:1002371 Advertiser: Cofeee

Select Product
caramel macchiato

Title
Best Coffee Ever **Comm ID / ISCI Code**
22245

Variation? **Select Variations of**
Select Submission **Language**
English

Submission Type
Advertisement Review **Media**
TV/Video/DOOH Video

Length
Hours: 00 Minutes: 00 Seconds: 30

Single Market Only
Market City

Select Service
 Regular - 48 hr Priority - 24 hr
Date: 2024-10-31 3:15:35 PM , Cost: \$ 0

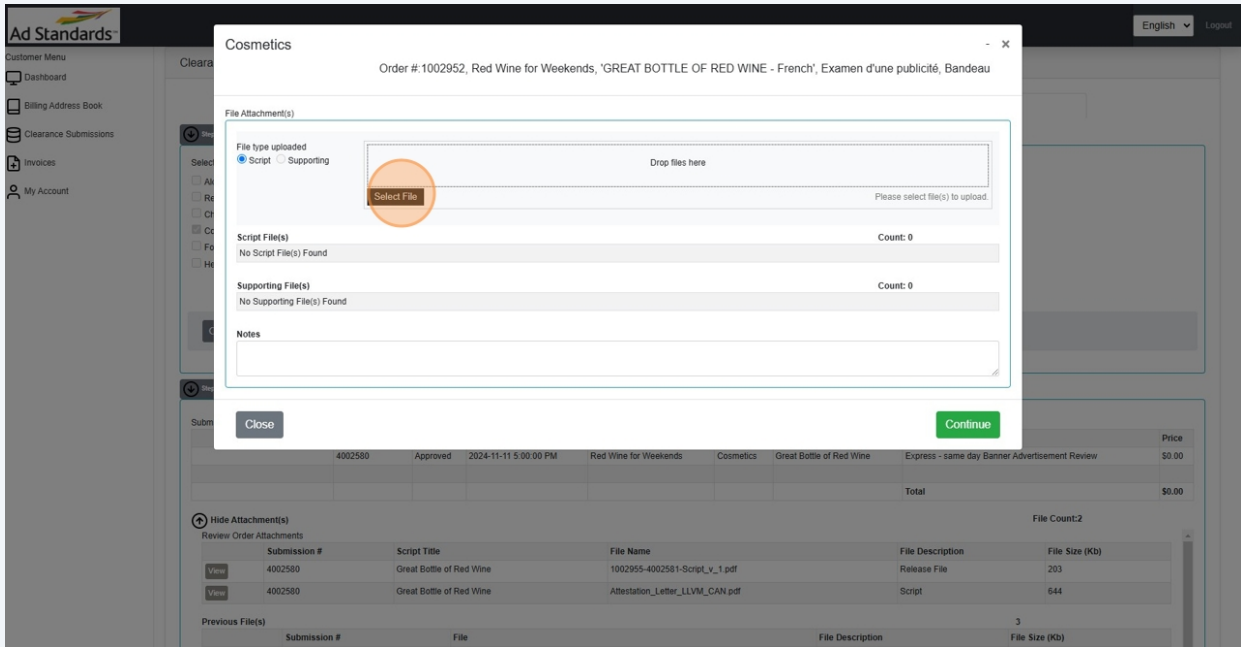
Notes
Thank you for your review

Save & Next Cancel

11

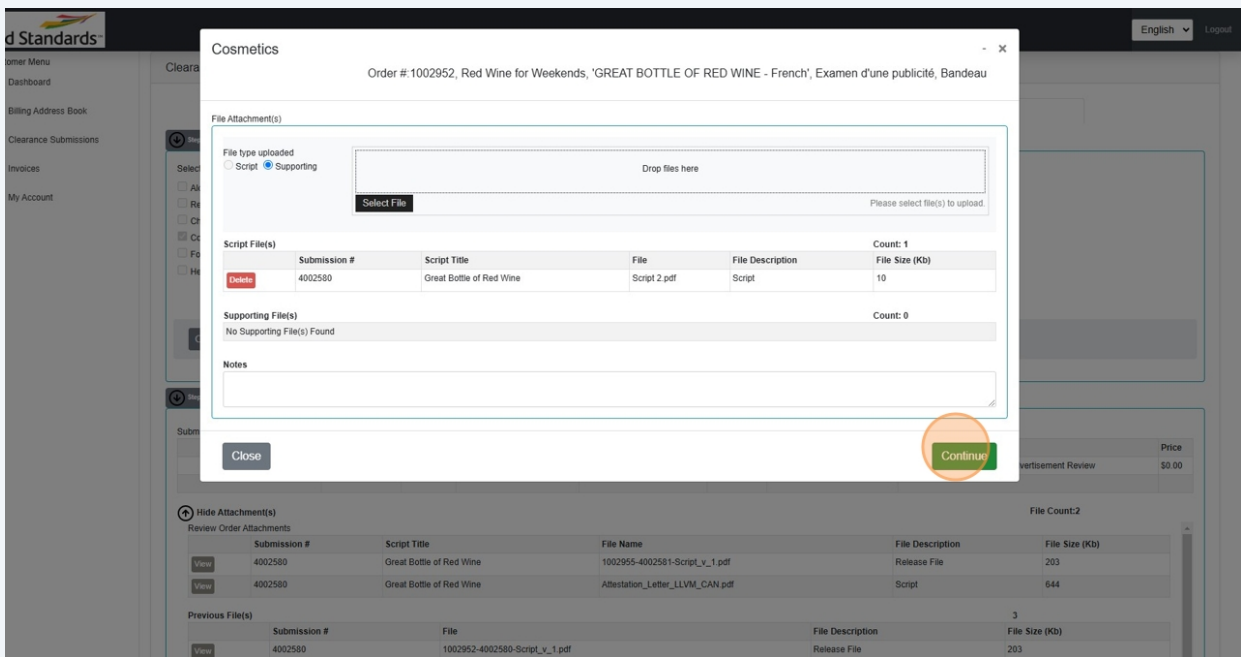
Add Script and Supporting documents (storyboard, attestation, label, product monograph, product license, video, etc.)

- You can delete a file if you made a mistake.



12

Click on Continue to review your submission.



13 Click on Submit Order to send in your submission.

The screenshot shows the Ad Standards web application interface. On the left is a 'Customer Menu' with options: Dashboard, Billing Address Book, Clearance Submissions, Invoices, and My Account. The main content area displays order information:

- Order #: 1002371
- Submission #: 4002034
- Title: Best Coffee
- Product: caramel macchiato
- Advertiser: Cofeee

Below this information, a link is provided for downloading and reviewing files: https://adflow-test.adstandards.ca/Authenticated/MyFileViewer?component_name=ReleaseSubmission&file_id=

An **Important notice** states: "The content of this message is confidential. It is intended only for the recipient(s) named above and should not be read by or disclosed to any other person or entity. If you have received this e-mail by mistake, please inform us in an e-mail and then delete the message. Thank you in advance for your cooperation."

At the bottom of the main content area, there is a notification box with the following text: "Ad Standards Clearance Services Order - 2024-10-18 1:25:33 PM Ad Standards Clearance Services has received your order as summarized".

At the bottom of the application, there is a navigation bar with a "Step 3 - Submit Order" button and a green "Submit Order" button, which is highlighted with an orange circle.

14 Choose a current billing address, Lookup and select an existing alternate billing address or Add New alternate billing address.

The screenshot shows the "Confirm Order Submission" page. It features a table of submission details and three billing address options.

Submission #	Product	Division	Script Title	Service	Price
4002580	Red Wine for Weekends	Cosmetics	Great Bottle of Red Wine	Regular - 48 hr Banner Advertisement Review	\$0.00
				Total	\$0.00

Below the table, there is a section for "Current Billing Info" with the instruction: "Please confirm that the information shown below is correct. Invoice(s) will be sent to the indicated address".

There are three address options, each with a radio button:

- My Address: Morgan Benedictson, Team Marley Test, 33 Bloor St East, Toronto, Ontario, I
- Company Billing Address: Team Marley Test, Team Marley Test, 33 Bloor St East, Toronto, Ontario
- Alternate Billing Address

At the bottom right of the address selection area, there are two buttons: "Lookup" and "Add New".

At the bottom of the page, there is a section for "Copy Correspondence To:" with the instruction: "To send copies of all correspondence for this order to others, enter their email addresses, separated by commas".

15 Add Copy Correspondence to this order.

- Click on Confirm Submit to submit the number transfer.

Confirm Order Submission

Submission Details

Submission #	Product	Division	Script Title	Service	Price
4002580	Red Wine for Weekends	Cosmetics	Great Bottle of Red Wine	Regular - 48 hr Banner Advertisement Review	\$0.00

Current Billing Info
Please confirm that the information shown below is correct. Invoice(s) will be sent to the indicated address.

My Address
Morgan Benedictson
Team Marley Test
33 Bloor St East
Toronto, Ontario,

Company Billing Address
Team Marley Test
Team Marley Test
33 Bloor St East
Toronto, Ontario,

Alternate Billing Address

Lookup Add New

Copy Correspondence To:
To send copies of all correspondence for this order to others, enter their email addresses, separated by commas.

Confirm Submit Cancel

Submission #	File	File Description	File Size (Kb)
4002580	1002955-4002581-Script_V_1.pdf	Release File	203
4002580	Attestation_Letter_LLMV_CAN.pdf	Previous Script	644

16 A summary of your order will display.

Submission Details:

Submission #1: #4002034
Status: Number Transfer
Product: caramel macchiato
Title: Best Coffee
Comm ID/ISCI Code: 22245
Variation: No/Non
Language: English
Submission Type: Advertisement Review
Media: TV/Video/DOOH Video
Submission Options: Length: 00:00:30
Service: Regular - 48 hr
Ad Standards Response date: 2024-10-31 3:17:25 PM
Charge: \$0
Attachments: Attestation_Letter_LLMV_CAN.pdf
Notes:

Important notice: The content of this message is confidential. It is intended only for the recipient(s) named above and should not be read by or disclosed to any other person or entity. If you have received this e-mail by mistake, please inform us in an e-mail and then delete the message. Thank you in advance for your cooperation.

View Orders

17 Click on Clearance Submissions.

Ad Standards™

Customer Menu

- Dashboard
- Billing Address Book
- Clearance Submissions**
- Invoices
- My Account

Clearance Order Submission

Open Orders | Completed Orders

Search: [GO](#) | [New Order](#) [PDF](#) [CSV](#)

Open Clearance Orders

	Submission #	Order #	Activated	Submitted	Due Date	Status	Advertiser	Product
View Resubmit	4002188	1002533	<input type="checkbox"/>	October 29, 2024 10:58 AM	October 31, 2024 10:56 AM	Resubmit Requested	Winnipeg	Hockey in Winnipeg
View	4002034	1002371	<input type="checkbox"/>	October 29, 2024 3:15 PM	October 31, 2024 3:17 PM	Number Transfer	Cofeee	caramel macchiato
View	4002174	1002520	<input type="checkbox"/>	October 29, 2024 10:28 AM	October 29, 2024 5:00 PM	Resubmitted	Gambit	Gambit the chocolate lab

18 Your Submitted order will show under Open Orders.

English

Clearance Order Submission

Open Orders | Completed Orders

Search: [GO](#) | [New Order](#) [PDF](#) [CSV](#)

Open Clearance Orders

	Submission #	Order #	Activated	Submitted	Due Date	Status	Advertiser	Product	Script Title
View Resubmit	4002188	1002533	<input type="checkbox"/>	October 29, 2024 10:58 AM	October 31, 2024 10:56 AM	Resubmit Requested	Winnipeg	Hockey in Winnipeg	Great Game
View	4002034	1002371	<input type="checkbox"/>	October 29, 2024 3:15 PM	October 31, 2024 3:17 PM	Number Transfer	Cofeee	caramel macchiato	Best Coffee
View	4002174	1002520	<input type="checkbox"/>	October 29, 2024 10:28 AM	October 29, 2024 5:00 PM	Resubmitted	Gambit	Gambit the chocolate lab	Best Dog Ever