How to Request a Number Transfer

1 In sked, enter in the code sent to your email or mobile device (two-factor automotion).

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.

Cleara	ince Order Sub	omission					-		
		2	Open Orde	rs			Completed	Orders	
Searc	b.					GOLN	ew Order	PDF CSV	
	d1.					00 11	on ondor		
Open Cl	earance Orders								
Open Cl	earance Orders Submi #	ission Ord	er# Activ	vated Submitted	Due Date	Status	Advertiser	Product	Script Title
Open Cl	earance Orders Submi # 400218 ubmit	ission Ord 88 1002	er # Activ 2533	Vated Submitted October 29, 20 10:58 AM	Due Date 24 October 31, 2024 10:56 AM	Status Resubmit Requested	Advertiser Winnipeg	Product Hockey in Winnipeg	Script Title Great Game

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.

4

Ad Standards ^{**}										
Customer Menu	Clearance Order Subr	nission								
Dashboard Billing Address Book		Open	Orders					Comp	leted Orders	
Clearance Submissions	Search:						GO F	PDFCS	v	
Invoices	Completed Orders									
• My Account		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	<mark>11:00</mark>	Approved	Cofeee	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	2024-10-	17:30	Approved	Red Wine	Red Wine for	Niagara on the lake

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

Ad Standards- Customer Menu	Clearance Order Submission	
Dashboard	Open Orders	Completed Orders
Billing Address Book	Open Orders	
Clearance Submissions	Search: 4002034	GO PDF CSV
Invoices	Completed Orders	
A My Account	Submission # Order # Submitted 1002371 October 18, 2	Release Date Time Status Advertiser Product 2024 1:21 PM 2024-10-25 11:00 Approved Cofeee caramel macchial

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

Clearance	order Submiss	ion							
		Open Ore	lers					Complete	d Orders
Order Divisio Produ	#: 1002371 on: Food and Non- ict: caramel macch	alcoholic Beve iato	Su rages	Ibmission #: 4002	2034 Se Ad	ervice: Priority - Ivertiser: Cofee	24 hr e	Status: Appro	ved
Ad Sta	andards Response	(S)							
View	Submission # 4002034	Script Title Best Coffee	File Name 1002371-40	02034-Script_v_1	.pdf	Release File	tion	File Size (Kb)	October 25, 2024 11:02 AM
File At	tachment(s))								
THE A	Submission #	Script Tit	le	File Name	File D	escription	File	Size (Kb)	Submitted
View	4002034	Best Coffe	e	Script.pdf	Script		181		October 18, 2024 1:27 PM
View	4002034	Best Coffe	ee	Script.docx	Script		30		October 18, 2024 1:22 PM
View	4002035	Great Sur	nmer Drink	Script.pdf	Script		181		October 18, 2024 1:27 PM
Minur	4002035	Great Sur	nmer Drink	Script.docx	Script		30		October 18, 2024 1:24 PM

7 Clicking on Number Transfer begins the Number Transfer process.



8 After clicking on Number Transfer, you are able to:

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

er #:1002371				Advertiser: Cofee
Select Product				
caramel macchiato		-		
Title			Comm ID / ISCI	Code
Best Coffee			2222	
Variation?	Select Variations o	f	Language	
	Select Submission	• •	English	~
Submission Type	Media			
Advertisement Review	✓ TV/Video/DOOH \	/ideo 🗸		
Length		Hours Minutes	Seconds	
		00 🗸 00 🖌	30 🗸	
Single Market Only				
Market City				
Select Service				
Regula - 48 hr Priority - 24 hr				
Date: 2024-10-30 3:15:02 PM . Cost: \$ 0				

Made with Scribe - https://scribehow.com

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

Select Product						
caramel macchiato			-			
Title					Comm ID / ISCI Code	
Best Coffee Ever					22245	
Variation?		Select Variations of		Language		
		Select Submission	~	English		~
Submission Type		Media				
Advertisement Review	~	TV/Video/DOOH Video	~			
Length			Hours Minutes	Seconds		
Longui				30 ~		
Single Market Only						
Market City						
market ony						
Calaat Camilaa						
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	d anything	g els <mark>e.</mark>				
						11

10 Click on Save & Next to continue.

Select Product					
caramel macchiato		-			
Title				Comm ID / ISCI Code	
Best Coffee Ever				22245	
Variation?	Select Variations of		Language		
	Select Submission	~	English		~
Submission Type	Media				
Advertisement Review	✓ TV/Video/DOOH Vide	• •			
Length		Hours Minutes	Seconds		
		00 🗸 00 🗸	30 🗸		
Single Market Only					
Market City					
Select Service					
Regular - 48 hr O Priority - 24 hr					
Date: 2024-10-31 3:15:35 PM , Cost: \$ 0					
Notes					
Thank you for your review					

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.

d Standards	Cosmeti	CS.							×	English 🖌 Log
stomer Menu Dashboard	Cleara	~	Order #:1002952, Re	d Wine for Weeker	nds, 'GREAT BOTTLE OF	RED WINE	- French', Examen d'une	publicité, Bandeau	1	
Billing Address Book	File Attachmer	nt(s)								
Clearance Submissions	step									
Invoices	Select Script	Joaded Supporting			Drop files here					
My Account	C Ak		Select File				Plea	ise select file(s) to upload	-	
	CC Script File	(\$) File(s) Found					Co	unt: 0		
	He Supporting	a File(s)					Co	unt: 0		
	No Suppor	ling File(s) Found								
	Notes									
	Step									
	Subm	1						Continue		Price
	and the second se	400258	0 Approved 2024	-11-11 5:00:00 PM						
					Red Wine for Weekends	Cosmetics	Great Bottle of Red Wine	Express - same day E	lanner Advertisement Review	\$0.00
					Red Wine for Weekends	Cosmetics	Great Bottle of Red Wine	Express - same day E	anner Advertisement Review	\$0.00 \$0.00
	Hide Attachment	s)			Red Wine for Weekends	Cosmetics	Great Bottle of Red Wine	Express - same day E Total	anner Advertisement Review	\$0.00
	Hide Attachment Review Order Attach	s) ments			Red Wine for Weekends	Cosmetics	Great Bottle of Red Wine	Express - same day E Total	anner Advertisement Review File Count:2	\$0.00 \$0.00
	Hide Attachment Review Order Attach Sul	s) ments ymission #	Script Title		Red Wine for Weekends File Name 1003055-000283-Second	Cosmetics	Great Bottle of Red Wine	Express - same day E Total File Description	File Count:2 File Size (Kb)	\$0.00 \$0.00
	Hide Attachment Review Order Attach Su View 400	(s) ments xmission # 2580 2580	Script Title Great Bottle of Red Win Great Bottle of Red Win	1	Red Wine for Weekends File Name 1002955-4002581-Script	Cosmetics	Great Bottle of Red Wine	Express - same day E Total File Description Release File	File Count:2 File Size (Kb) 203 644	\$0.00
	Hide Attachment Review Order Attach Sui Ven 400 Ven 400	(s) ments xmission # 2580 2580	Script Title Great Bottle of Red Win Great Bottle of Red Win		Red Wine for Weekends File Name 1002955-4002581-Script Attestation_Letter_LLVM	Cosmetics v_1.pdf ,CAN.pdf	Oreat Bottle of Red Wine	Express - same day E Total File Description Release File Script	File Count:2 File Count:2 File Size (Kb) 203 644	\$0.00
	Hide Attachment Review Order Attach Serview 400 Union 400 Previous File(s)	(s) ments xmission # 2580 2580	Script Title Great Bottle of Red Win Great Bottle of Red Win		Red Wine for Weekends File Name 1002955-4002591-Script, Attestation_Letter_LLVM_	v_1.pdf ,CAN.pdf	Great Bottle of Red Wine	Express - same day E Total File Description Release File Script	File Count:2 File Size (Kb) 203 644 3	\$8.00

12 Click on Continue to review your submission.

ndards		Cosmetics						×	English V
1	Cleara		Order	#:1002952. Red Wine for Week	ends. 'GREAT BOTTLE OF F	RED WINE - French', Ex	amen d'une publicité. Bandeau		
1	1.000								
ress Book		File Attachment(s)							
Submissions	(V) Step								
		File type uploaded							
	Select	Script Supporting			Drop files here				
	Ak		Select F	ile			Please select file(s) to upload.		
	C Ct		-						
	Cc	Script File(s)					Count: 1		
	Fo	Sub	mission #	Script Title	File	File Description	File Size (Kb)		
		Delete 400	2580	Great Bottle of Red Wine	Script 2.pdf	Script	10		
		Supporting File(e)					Count: 0		
		No Supporting File(s) F	ound				Count. 0		
	Subm	Notes							Drive
		Close					Continue	vertisement Review	\$0.00
	() Hi	de Attachment(s)						File Count:2	
		Submission #	Sci	ript Title	File Name		File Description	File Size (Kb)	
	Vie	4002580	Gre	at Bottle of Red Wine	1002955-4002581-Script_v	_1.pdf	Release File	203	
	Vie	4002580	Gre	at Bottle of Red Wine	Attestation_Letter_LLVM_C.	AN.pdf	Script	644	
	Prev	ious File(s)						3	
		Submissio	n#	File		File	Description	File Size (Kb)	

13 Click on Submit Order to send in your submission.

	otatas. Approved				
Stomer Menu	Order #: 1002371				
Billing Address Book	Submission #: 40020)34			
Olanora Outraining	Title: Best Coffee				
Clearance Submissions	Product: caramel mag	cchiato			
Invoices	Advertiser: Cofeee				
My Account					
	The following files are	available for download and re	view by following the link be	elow:	
	https://adflow-test.ads	tandards.ca/Authed/M/FileVie	wer?component_name=Rel	easeSubmission&file_id=	
	https://adflow-test.ads	tandards.ca/Authed/M/FileVie	wer?component_name=Rel	easeSubmission&file_id=	
	https://adflow-test.ads Important notice: The	tandards.ca/Authed/M/FileVie e content of this message is c	wer?component_name=Rel	easeSubmission&file_id=` y for the recipient(s) named above and s	should not be read
	https://adflow-test.ads Important notice: The by or disclosed to any message: Thank you i	tandards.ca/Authed/M/FileVie e content of this message is o other person or entity. If you I in advance for your concertiti	wer?component_name=Rel onfidential. It is intended oni have received this e-mail by m	easeSubmission&file_id≍ y for the recipient(s) named above and s mistake, please inform us in an e-mail a	should not be read and then delete the
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14 Choose a current billing address, Lookup and select an existing alternate billing address or Add New alternate billing address.

Submission Deta Submission(s) Lis	nils t				
Submission #	Product	Division	Script Title	Service	P
4002580	Red Wine for Weekends	Cosmetics	Great Bottle of Red Wine	Regular – 48 hr Banner Advertisement Rev	iew \$I
				Total	Şi
33 Bloor St East Toronto, Ontario,		33 Blo Toront	or St East o,Ontario	Look	Add New

15 Add Copy Correspondence to this order.

• Click on Confirm Submit to submit the number transfer.

y Address Book varace Submission # Product Carrent Billing Info Passa confirm that the information shown below is correct. Introl Mogan Banedocton Team Markey Teal 33 Bioor 91 East Team Markey Teal 3	
Solution Service Price 4022500 Product Durision Script Title Service Price 4022500 Rod Wine for Weekands Cosmetics Great Edite of Red Wine Regular - 48 br Barner Advertisement Review 50 00 Content Rod Current Billing Info Price Rod Price 50 00 Content Rogan Eservice Great Edite of Red Wine Regular - 48 br Barner Advertisement Review 50 00	
Add2580 Red Wine for Weekends Cormetics Great Bottle of Red Wine Regular - 48 hr Banner Advertisement Review \$0.00 Second Current Billing Info Please corted Invoice() will be sent to be indicated address Invoice() will be sent to be indicated address Invoice() will be sent to be indicated address Invoice() will be sent to be indicated address Tarm Mariny Test 33 Bioor B East Torono, Ontanio, Invoice() Into the sent to be indicated address Invoice() will be sent to be indicated address Tarm Mariny Test Tarm Mariny Test 33 Bioor B East Invointo, Ontanio, Invointo, Ontanio, Invointo, Ontanio, Invointo Corp. Contengondence To; Corp. Contengondence To; Corp. Contengondence To; Invointo, Ontanio, Invointo, Ontanio, Invointo, Ontanio, Invointo, Ontanio,	
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Re Count:	
Ite Size (Kb)	
Submission # File File Description File Size (Kb)	
4002590 1002955.4002581.Svrint v. 1.orf Belease Fie 203	

16 A summary of your order will display.

Invoices	Submission Details:
My Account	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_LLVM_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

Click on Clearance Submissions.

mer Menu	Clearance (Order Submissi	on						
ashboard									
illing Address Book		Open Orders					Completed Orders		
learance Submissions	Search:						GO I New	Order	PDF
voices	Open Clearance	Orders							
voices y Account	Open Clearance	Orders Submission #	Order #	Activated	Submitted	Due Date	Status	Advertiser	Product
voices y Account	Open Clearance View Resubmit	Submission # 4002188	Order # 1002533	Activated	Submitted October 29, 2024 10:58 AM	Due Date October 31, 2024 10:56 AM	Status Resubmit Requested	Advertiser Winnipeg	Product Hockey in Winnipeg
voices y Account	Open Clearance View Resubmit View	Submission # 4002188 4002034	Order # 1002533 1002371	Activated	Submitted October 29, 2024 10:58 AM October 29, 2024 3:15 PM	Due Date October 31, 2024 10:56 AM October 31, 2024 3:17 PM	Status Resubmit Requested Number Transfer	Advertiser Winnipeg Cofeee	Product Hockey in Winnipeg caramel macchiato

Your Submitted order will show under Open Orders.

olearance	Order Submissi	on							
		Oper	Orders				Completed	Orders	
Search:						GO I New	Order	PDF	
Open Clearance	Orders				12	0.2			
	Submission	Order #	Activated	Submitted	Due Date	Status	Advertiser	Product	Script Title
	#								
View	# 4002188	1002533		October 29, 2024 10:58 AM	October 31, 2024 10:56 AM	Resubmit Requested	Winnipeg	Hockey in Winnipeg	Great Game
View Resubmit View	# 4002188 4002034	1002533 1002371		October 29, 2024 10:58 AM October 29, 2024 3:15 PM	October 31, 2024 10:56 AM October 31, 2024 3:17 PM	Resubmit Reguested Number Transfer	Winnipeg Cofeee	Hockey in Winnipeg caramel macchiato	Great Game Best Coffee