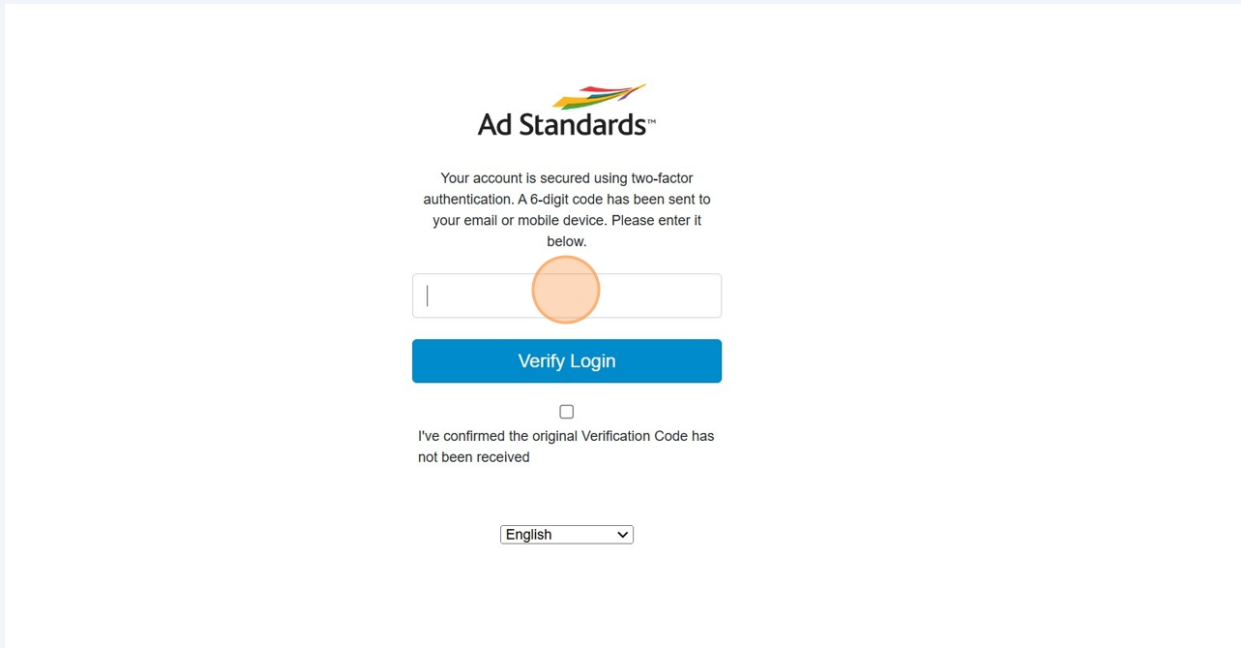


How To Resubmit

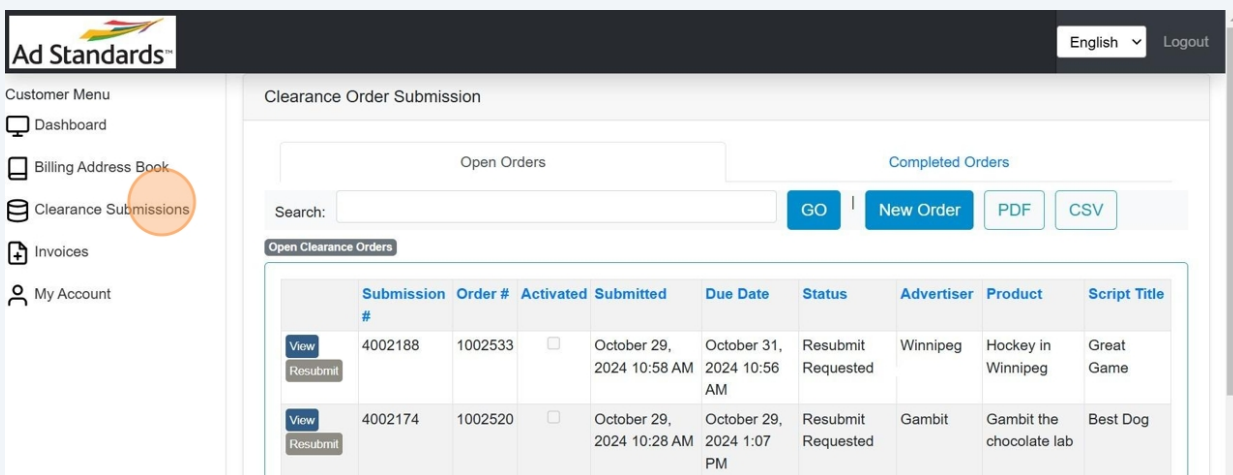
1

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



2

Once you have logged in, click on Clearance Submissions.



3

Use the search bar and GO to locate the submission. The search can include the Submission #, Order #, Advertiser or Product.

- Use only one word/number or a string of words.

The screenshot shows the Ad Standards website interface. On the left is a 'Customer Menu' with links to Dashboard, Billing Address Book, Clearance Submissions, Invoices, and My Account. The main content area is titled 'Clearance Order Submission' and features a search bar with the text 'Open Orders' above it. A search bar contains the text 'gambit' and a 'GO' button. To the right of the search bar are buttons for 'New Order', 'PDF', and 'CSV'. Below the search bar is a table titled 'Open Clearance Orders' 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 Resubmit	4002174	1002520	<input type="checkbox"/>	October 29, 2024 10:28 AM	October 29, 2024 1:07 PM	Resubmit Requested	Gambit	Gambit the chocolate lab	Best Dog

4

Once located, you can View or Resubmit.

- Clicking on View allows you to view the contents of the submission.
- Clicking on Resubmit begins the resubmission process.

This screenshot is similar to the previous one, but the search bar now contains the text 'gambit'. The 'GO' button is highlighted with an orange circle. In the table below, the 'View' and 'Resubmit' buttons for the first row (Submission # 4002174) are also highlighted with an orange circle.

	Submission #	Order #	Activated	Submitted	Due Date	Status	Advertiser	Product	Script Title
View Resubmit	4002174	1002520	<input type="checkbox"/>	October 29, 2024 10:28 AM	October 29, 2024 1:07 PM	Resubmit Requested	Gambit	Gambit the chocolate lab	Best Dog

5 Clicking on View allows you to view the contents of the submission.

Ad Standards™ English Logout

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	Script Title
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
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

6 From inside the View you can click on Resubmit to begin the resubmission.

From inside the View , you can view files and Order Correspondence.

Ad Standards™ English Logout

Customer Menu
Dashboard
Billing Address Book
Clearance Submissions
Invoices
My Account

Resubmit 4002188 Resubmit Requested 2024-10-31 10:58:37 AM Hockey in Winnipeg Responsible Food Advertising to Children Great Game Regular – 48 hr Banner Advertisement Review \$0.00

Total \$0.00

Hide Attachment(s) File Count:0

Review Order Attachments
No Order File Attachments Found

Previous File(s) 7

Submission #	File	File Description	File Size (Kb)
4002188	1002534-4002189-example_v_1.pdf	Release File	51
4002188	195815-1007020824-1268706 (1).mov	Supporting Document	7598
4002188	example.pdf	Supporting Document	31
4002188	195815-1007020824-1268706 (1).mov	Supporting Document	7598

7 After clicking on Resubmit, you are able to:

- Change the Title
- Change the Comm ID/ ISCI Code
- Change your Service level
- Number of pages

The screenshot shows the 'Food and Non-alcoholic Beverages' form in the Ad Standards system. The form is for Order #1002520, Advertiser: Gambit. The 'Select Product' dropdown is set to 'Gambit the chocolate lab'. The 'Title' field contains 'Best Dog' and is highlighted with an orange circle. The 'Comm ID / ISCI Code' field is empty. The 'Variation?' checkbox is unchecked. The 'Select Variations of' dropdown is set to 'Select Submission' and the 'Language' dropdown is set to 'English'. The 'Submission Type' is 'Advertisement Review' and the 'Media' is 'TV/Video/DOOH Video'. The 'Length' field is empty, and the 'Hours', 'Minutes', and 'Seconds' dropdowns are all set to '0'. The background shows a sidebar with 'Customer Menu' items like 'Dashboard', 'Billing Address Book', 'Clearance Submission', 'Invoices', and 'My Account'. A table on the right shows 'Price' and 'File Count:0'.

8 Change your Comm Id/ ISCI Code.

The screenshot shows the same 'Food and Non-alcoholic Beverages' form as in the previous image. The 'Title' field now contains 'Best Dog Ever'. The 'Comm ID / ISCI Code' field is highlighted with an orange circle and contains a single character '|'. All other fields and settings remain the same as in the previous image.

9 Change your Service level.

The screenshot shows the Ad Standards submission form. The 'Select Service' section has three radio buttons: 'Regular - 48 hr', 'Priority - 24 hr' (which is selected), and 'Express - same day'. Below the radio buttons, the text reads 'Date: 2024-10-30 11:02:04 AM, Cost: \$ 0'. An orange circle highlights the 'Priority - 24 hr' option.

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

Length: Hours: 0, Minutes: 0, Seconds: 0

Single Market Only:

Market City:

Select Service:
 Regular - 48 hr Priority - 24 hr Express - same day
Date: 2024-10-30 11:02:04 AM, Cost: \$ 0

Notes:

	Price
24 hr p/DOOH Advertisement	\$0.00
	\$0.00

File Count:0

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

The screenshot shows the Ad Standards submission form. The 'Notes' field is highlighted with an orange circle. The 'Select Service' section has three radio buttons: 'Regular - 48 hr', 'Priority - 24 hr', and 'Express - same day' (which is selected). Below the radio buttons, the text reads 'Date: 2024-10-29 5:00:00 PM, Cost: \$ 75.00'.

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

Length: Hours: 0, Minutes: 0, Seconds: 0

Single Market Only:

Market City:

Select Service:
 Regular - 48 hr Priority - 24 hr Express - same day
Date: 2024-10-29 5:00:00 PM, Cost: \$ 75.00

Notes:

	Price
24 hr p/DOOH Advertisement	\$0.00
	\$0.00

File Count:0

11 Click on Save & Next to continue.

The screenshot shows a web form for Ad Standards. On the left is a sidebar with a 'Customer Menu' containing links for Dashboard, Billing Address Book, Clearance Submissions, Invoices, and My Account. The main form area includes a 'Length' section with dropdowns for Hours (0), Minutes (0), and Seconds (0). Below this is a 'Single Market Only' checkbox and a 'Market City' text input field. The 'Select Service' section has three radio buttons: 'Regular - 48 hr', 'Priority - 24 hr', and 'Express - same day' (which is selected). Below the radio buttons, it displays 'Date: 2024-10-29 5:00:00 PM, Cost: \$ 75.00'. A 'Notes' section contains a text area with the text 'thank you for your review'. At the bottom right of the form, there are two buttons: 'Save & Next' (highlighted with an orange circle) and 'Cancel'. To the right of the form, a partial view of a table is visible with columns for 'Price' and 'File Count:0'.

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

The screenshot shows a 'File Attachment(s)' dialog box. At the top, it says 'File Attachment(s)'. Below this, there are two radio buttons for 'File type uploaded': 'Script' (selected) and 'Supporting'. A large text area with the text 'Drop files here' and 'Please select file(s) to upload.' is present. A 'Select File' button is highlighted with an orange circle. Below the text area, there are two sections: 'Script File(s)' with 'Count: 0' and 'No Script File(s) Found', and 'Supporting File(s)' with 'Count: 0' and 'No Supporting File(s) Found'. At the bottom, there is a 'Notes' text area. At the very bottom of the dialog, there are 'Close' and 'Continue' buttons. The background shows a partial view of the 'Step 2 - Add Submissions' page.

13 Click on Continue to review your submission.

File Attachment(s)

File type uploaded
 Script Supporting

Drop files here

Select File Please select file(s) to upload.

Script File(s) Count: 1

Submission #	Script Title	File	File Description	File Size (Kb)
4002580	Great Bottle of Red	Attestation_Letter_LLVM_CAN.pdf	Script	644

Supporting File(s) Count: 0

No Supporting File(s) Found

Notes

Close **Continue**

Step 2 - Add Submissions

14 On this screen, you can Click on Resubmit to review or edit the submission you just worked on, or View files and attachments.

Ad Standards™ English Logout

Customer Menu

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

Submission(s) List

Submission #	Status	Due Date	Product	Division	Title	Service	Price
4002174	Resubmit Requested	2024-10-29 5:00:00 PM	Gambit the chocolate lab	Food and Non-alcoholic Beverages	Best Dog Ever	Express - same day TV/Video/DOOH Video Advertisement Review	\$75.00
Total							\$75.00

Hide Attachment(s) File Count:1

Review Order Attachments

Submission #	Script Title	File Name	File Description	File Size (Kb)
4002174	Best Dog Ever	Attestation_Letter_LLVM_CAN.pdf	Script	644

Previous File(s) 2

Submission #	File	File Description	File Size (Kb)
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15 Click on Submit Order to send in your submission.

The screenshot shows the Ad Standards dashboard interface. On the left is a 'Customer Menu' with links to Dashboard, Billing Address Book, Clearance Submissions, Invoices, and My Account. The main content area displays a confirmation message: '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.' Below the notice is a table with the following data:

Ad Standards - Clearance English	Ad Standards Clearance Services Order - #OR1002520-4530## / Gambit	2024-10-28 1:07:17 PM	Ad Standards Clearance Services has received your order as summarized
<p>Step 3 - Submit Order</p> <p>Submit Order Close</p>			

16 A summary of your order will display.

The screenshot shows the Ad Standards dashboard interface. On the left is a 'Customer Menu' with links to Dashboard, Billing Address Book, Clearance Submissions, Invoices, and My Account. The main content area displays an order summary with the following details:

- Variation: No/No
- Language: English
- Submission Type: Advertisement Review
- Media: TV/Video/DOOH Video
- Submission Options: Length: 00:01:05
- Service: Express - same day
- Ad Standards Response date: 2024-10-29 5:00:00 PM
- Charge: \$75
- Attachments: Attestation_Letter_LLVM_CAN.pdf
- Notes: thank you for your review

Below the summary is an '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.' At the bottom of the summary area is a green 'View Orders' button.

17 Click on Clearance Submissions.

- Your submitted order will show under Open Orders.

The screenshot displays the Ad Standards web application interface. On the left, a 'Customer Menu' sidebar lists 'Dashboard', 'Billing Address Book', 'Clearance Submissions' (highlighted with an orange circle), 'Invoices', and 'My Account'. The main content area is titled 'Clearance Order Submission' and features a search bar, a 'GO' button, and buttons for 'New Order', 'PDF', and 'CSV'. Below this, a section labeled 'Open Clearance Orders' 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