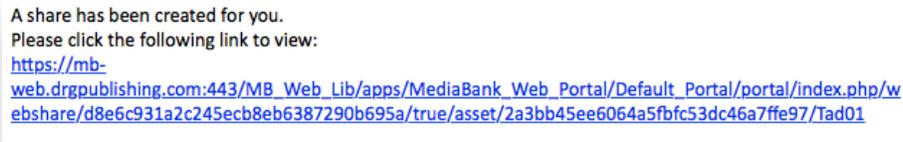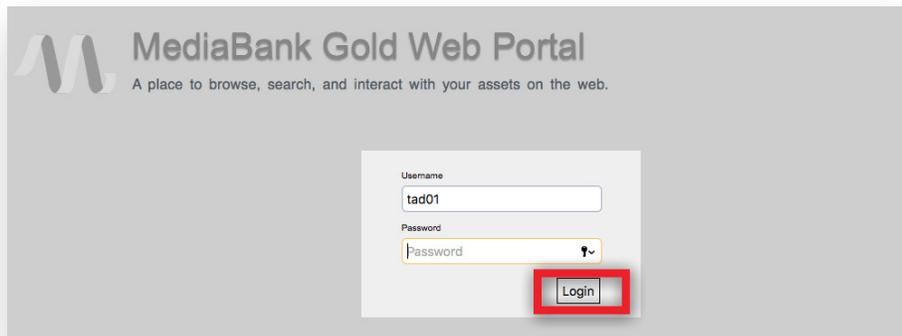# File Upload Instructions

Log-in to Portal

1. An email will be sent as shown below. Click on link in the email to access your portal. If you have issues clicking on the link please copy and paste the entire link into your Web Browser.

> A share has been created for you.
> Please click the following link to view:
> https://mb-
> web.drgpublishing.com:443/MB_Web_Lib/apps/MediaBank_Web_Portal/Default_Portal/portal/index.php/w
> ebshare/d8e6c931a2c245ecb8eb6387290b695a/true/asset/2a3bb45ee6064a5fbfc53dc46a7ffe97/Tad01

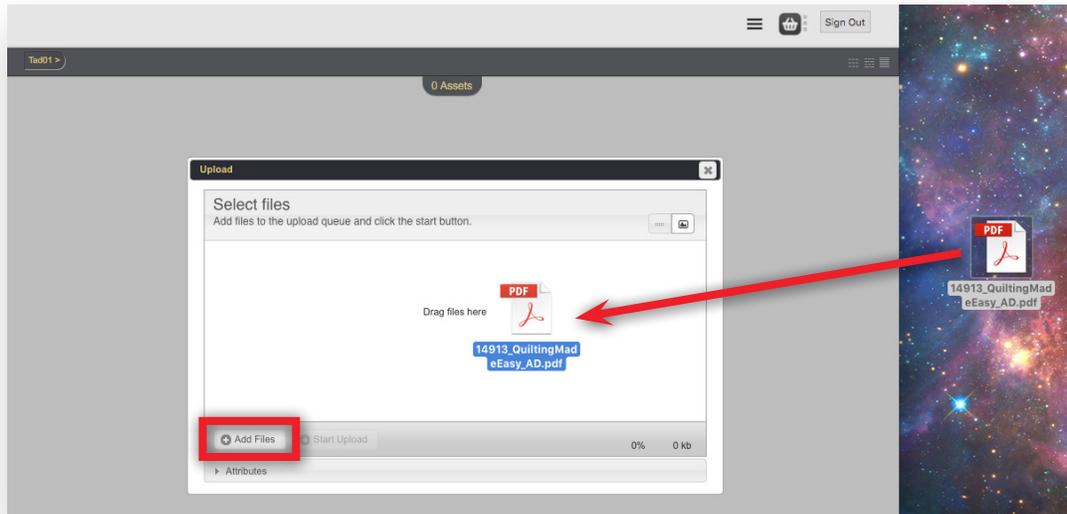2. The link will open a new web browser. Enter your username and password and click **Login**.

Upload Ad

1. Once logged in, click on the ≡ icon in the top right corner and then click **Import**.
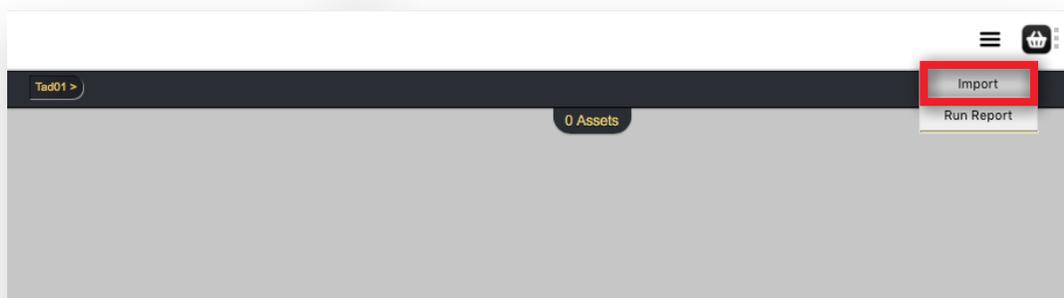
2. An Upload window will open. Either **drag and drop files** from your computer into the Upload window OR click on **Add Files** and browse to the files to upload.
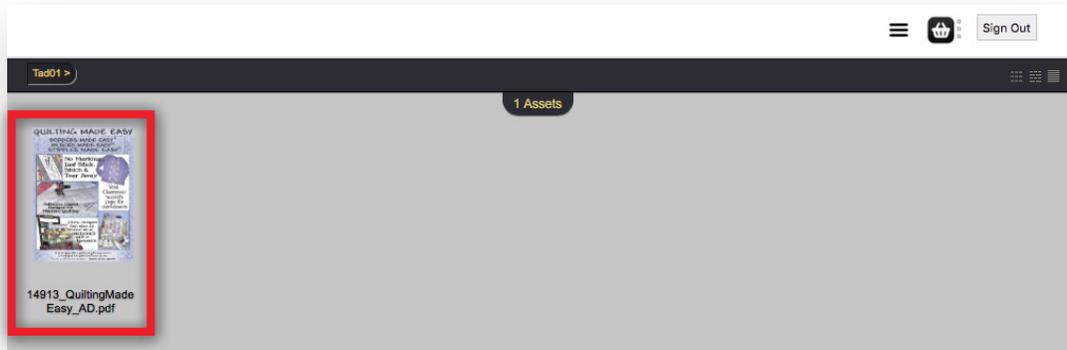

3. Once files are added, click **Start Upload**.

4. When upload completes, the files that uploaded successfully will turn green as shown below. Click the X in the top right corner to close the Upload window.
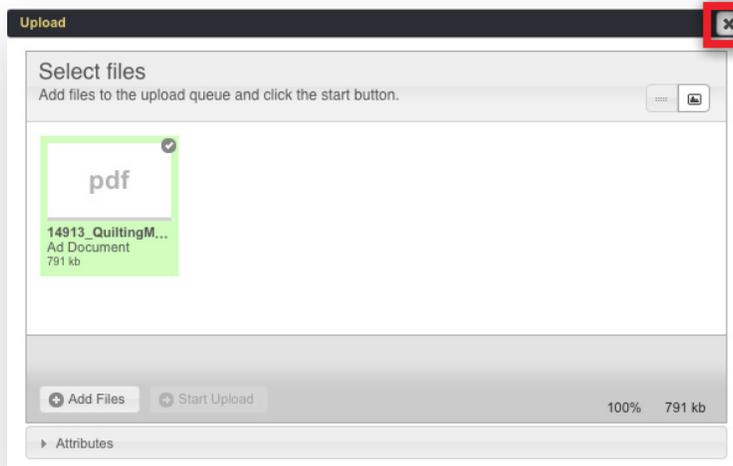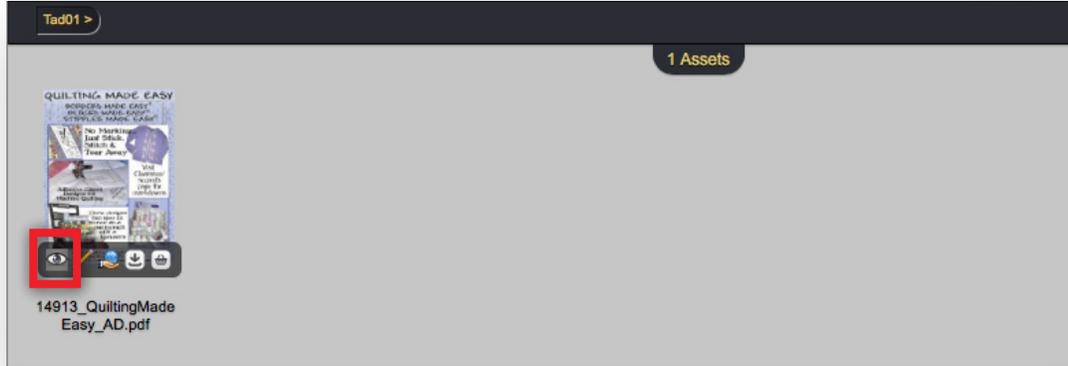
5. After closing the Upload window, refresh browser to see files just uploaded.

6. Follow **Add File Information** on next page to complete upload.

Add file information

1. You will need to fill in the **Magazine**, **Ad Shape** and **Ad Size** fields for each of the files you upload. To add information, select the file in your browser window, and click the ⬚ icon shown below in red.

2. Fill in the information shown in red. Click **Save** once finished.
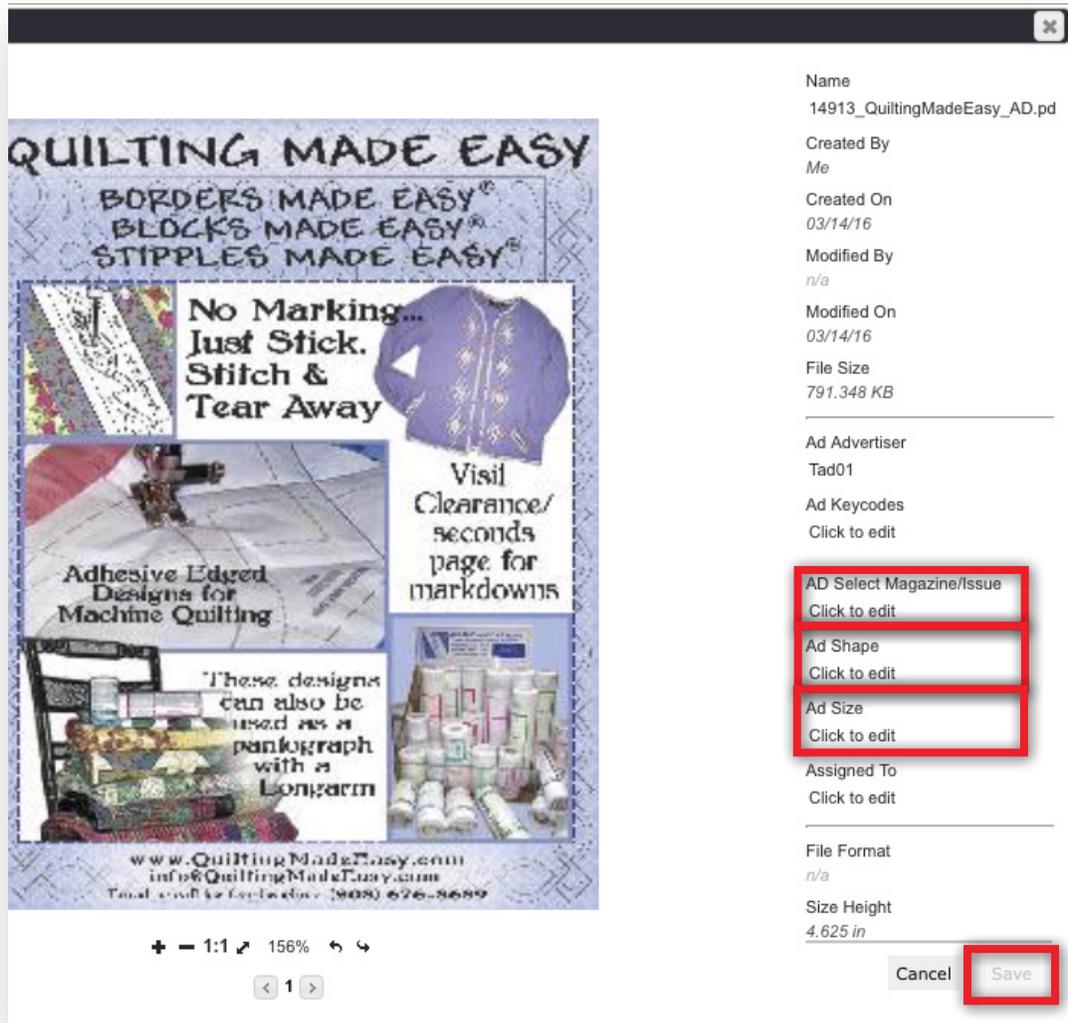
3. Notify by email as follows:

    - For *Annie's SIPs*, *CardMaker*, *Creative Knitting*, *Crochet!*, *Crochet World*, *Good Old Days*, *Just CrossStitch*, or *Quilter's World*, send an email to Alexia_Fox@annies-publishing.com that you have uploaded files.

    - For *Country Sampler*, send an email to Kelsey_Irvine@annies-publishing.com that you have uploaded files.