

## **Frequently Asked Questions Uploading Public/Legal Notices**

### ***Who can post public notices to publicnoticeads.com?***

Any publication that publishes public notices in Virginia may upload their notices to publicnoticeads.com.

### ***What types of public/legal notices should be uploaded?***

ALL public/legal notices you publish should be uploaded.

### ***When should we post our notices to the site?***

You should post your notices the day they are published in your publication. Each time you publish notices, they should be uploaded to the site. For example, if you publish public notices twice in a week, you should upload to the site each time.

### ***Does it cost anything for me to participate?***

There is NO cost to you or your advertiser. VPA absorbs all costs associated with publicnoticeads.com/va.

### ***Why should I participate?***

We want to keep public notices in newspapers. By uploading your notices to our site, your public/legal notices reach a wider audience, increasing the value of the notice. Anyone with access to the internet can access your uploaded notices.

### ***Does this take anything away from my newspaper?***

No. Notices cannot be uploaded to our site until they have been published in your publication. Anyone, anywhere, with access to the internet can then search for your notices by using our site.

***My staff does not have a lot of time to upload notices.***

***How long does the process take?***

Many newspapers have reported that the process takes less than 10 minutes.

***Do I need a special program to upload my notices?***

No. Notices are uploaded as text-only files. No special program is needed.

***How can I sign up?***

Simply contact Stephanie McCraw, VPA member services manager, to receive your username and password. You will also receive step-by-step instructions on how to upload your notices.

***Who can I contact if I have questions?***

You may contact Stephanie McCraw, VPA member services manager, at 804-521-7578 or [stephaniem@vpa.net](mailto:stephaniem@vpa.net).