

Getting your e-tear sheets is as easy as 1-2-3!

Thank you for being a valued advertiser. In a move to provide more features and a better service to you, we are switching to an electronic tear sheet provider—**AdMemory** (a product of Tecnavia).

To take advantage of this new service, please register on the new site and link your advertising account. Below you will find details on how to accomplish this. If you have any questions about this migration or with electronic tear sheets in general, please contact your account rep or our tear sheet specialist, Denise Troop. Contact Denise at 717-291-8829 or class@lnpnews.com.

STEP

1

Visit the AdMemory web site:
<http://admemory.tecnavia.com>

This is the URL for Tecnavia's AdMemory, and will display the default login screen. If you do not yet have a login/password for AdMemory, click the REGISTER button under the "Create a new account" heading to display the new account screen. If you already have an AdMemory account, skip to step 3.

Login To AdMemory

Enter your username/e-mail address and password below.

Email	<input type="text"/>
Password	<input type="password"/>
Remember me	<input type="checkbox"/>
	<input type="button" value="Login"/>

• [Did you forget your password?](#)

Create a new account

Register an Advertiser:

STEP

2

Create a new account.
Provide requested information:

If you are new to AdMemory, your first step is to create a login account and register as an advertiser. The AdMemory login account identifies you as an advertiser to the system, and links your login account to the AdMemory affiliated publications where you run ads. Your email address becomes your account login ID. Enter whatever you like for a password, but note that all passwords are case sensitive, meaning MyPassWord and mypassword are two different passwords to the system. The name, company and phone fields are used for identification and user support. Click "SUBMIT" to create the account.

Create a New Account

Enter your username/e-mail address and password below.

Email	<input type="text"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Company	<input type="text"/>
Phone	<input type="text"/>
	<input type="button" value="Submit"/>

STEP 3

Connect your advertising account:

Using the Navigation links near the top of the web site, follow the “Add Advertisers” link. On this screen, you can connect your login account to an AdMemory affiliated publication. From the pull-down labeled “Newspaper”, select the publication you work with. Next, enter the advertiser account ID this publication has assigned to your company, typically found on your most recent invoice (contact your publication rep if you are unsure).

Check “Email Notify” to set your account to receive day-of-publication emails when you run an ad in this publication. Click “ADD ADVERTISER ID” to set the connection. You will then see connected account information listed on the right. Repeat for each affiliated publication in which you advertise. If you make a mistake, you can delete a connection from the list on the right.

TECNAVIA  **e-TEARSHEETS**

My Tearsheets **Add Advertisers** Account Management Logout

Connect your account to your elected publications

Newspaper:

Advertiser ID¹:

Email Notify:

Connections (2):

Advertiser ID	Newspaper	Email Notify	Delete
20121509	Lancaster Farming	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
410204	Lancaster LNP	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>

¹ Your Advertiser ID can be found on your most recent invoice or by contacting your advertising representative

Done!

Your account is linked and ready to use. Log into the AdMemory site (<http://admemory.tecnavia.com>) any time to access your electronic tear sheets.

For more information on how to use the AdMemory web site, please visit: <https://lnmediagroup.com/tearsheet/>

If you have any questions about this migration or with electronic tear sheets in general, please call Denise Troop at 717-291-8829, or send an email to class@lnnews.com.

