

Accessing Online Tearsheets

Presented to: The State of Rhode Island

Presented by: The Providence Journal



The Providence Journal has moved to a new Electronic Tearsheet Service named Shoom



- With SHOOM you will be able to:
 - Access the digital image of your ad on the published date
 - Search (effortlessly) and view any ad
 - Browse the complete newspaper
 - Tearsheets can also serve as Proof of Publication for ALL ads
 - View any display ad from any newspaper on SHOOM's nationwide network
 - Signing up with SHOOM is easy. The entire process only takes a couple of minutes

Registration Instructions

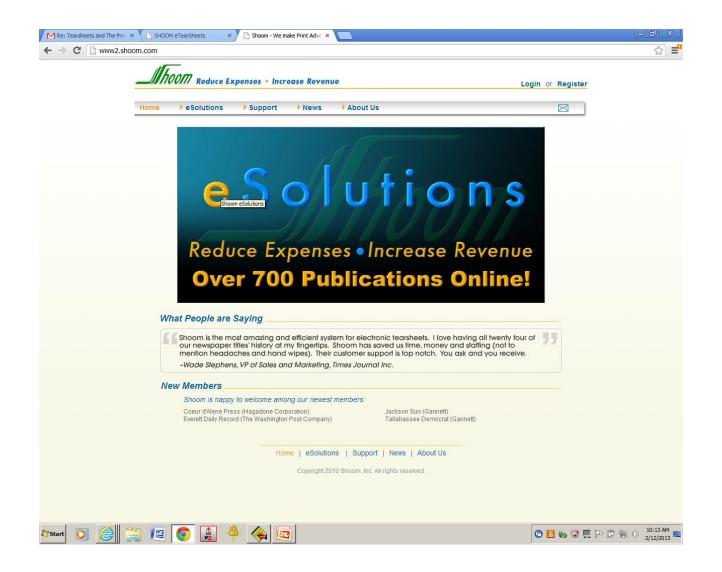
Journal

- Each account has a specific organizational code, including all of the individual agencies of the State. Organizational codes are obtained by contacting our credit department by either emailing <u>adbilling@providencejournal.com</u> or calling 401-277-7208.
- Once you have obtained the organizational code, users can access their tearsheets by going to SHOOM.com. At the top right is a 'log in or register icon'. <u>Initially the agency will register</u>. They must register within 72 hours of receiving their organizational code or will be required to obtain a new one.
- Follow the registration instructions. Upon registering you will be prompted to create a unique username and password.

Registration Instructions Display



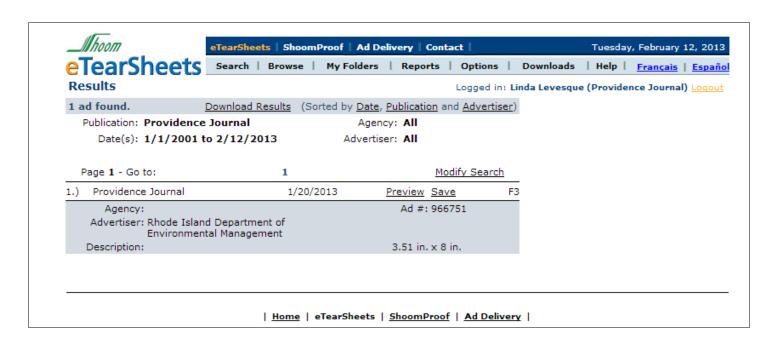
Example of Shoom Registration Display Page





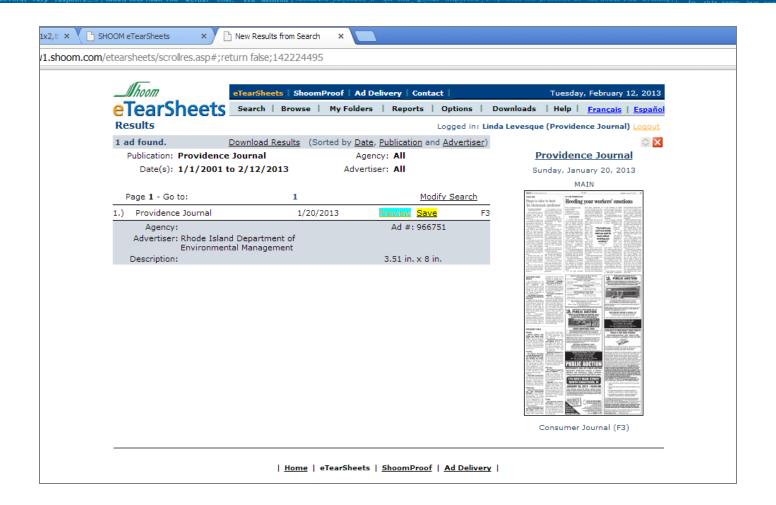
Retrieving Your Ads -

Once logged in, you will be directed to a landing page, here you enter the information of your ad. Utilizing your 6 digit ad ID is the fastest search but you can use your business name as well. Select 'Preview' of your ad to make sure it is the ad that you want. Then click on the page itself to open it and save to your computer. The process is then complete and you should always logout to ensure security.





Example of Search Result





Your Providence Journal Team Available to assist You when Needed

Linda Levesque Sales Director The Providence Journal 401–277–8226

> Sandy Martins-Soukas Credit Manager The Providence Journal 401-277-7209

> > Maribeth Garlick Adv. Sales Representative The Providence Journal 401–277–7163

THANK YOU