

## Uploading Instructions

### **For files 5 MB & under:**

Email to [jo@pdra.org](mailto:jo@pdra.org)

### **For files over 5 MB:**

Click [here](#) (or go to [www.pdra.org](http://www.pdra.org) and click Send Files on the **upper** menu bar, top right of the page).

1. Click on Secure Upload.
2. Go to Available Receivers. Select Jo Ann Ray to send ad material.
3. Enter your name & email address.
4. Under message, be sure to specify month and year of issue and advertiser's name. For example, for an ad enter: Fall 2016 Quarters for ABC Company.
5. Check the box if you wish to be notified when your files have been downloaded.
6. Click on Select Files to send PDF document files, stuffed or zipped files -OR- click on Enhanced Upload to send multi-folder stuffed or zipped files.
7. Click on Browse to select file.
8. Click on Upload & Send. If it was successfully sent, there will be a message that it has been sent.

Please email me and let me know when you have completed uploading your file. If you have a problem, please contact me.

Jo Ann Ray  
800-737-0107  
[jo@pdra.org](mailto:jo@pdra.org)

The logo for 'Quarters' is displayed in white text on a teal rectangular background. The letter 'Q' is stylized with a small white arrow pointing downwards from its bottom-left corner.