

- **Advertising Tutorial**

1. Go to [www.govemployee.com/classifieds](http://www.govemployee.com/classifieds)
2. At the top right click on Advertise

- **Creating an Advertisement**

1. Enter Name contact information.
2. Enter the Title of your Ad
3. Select the Category you wish for your ad to appear in
4. Next add pictures by clicking on "BROWSE FILES" and select the pictures you would like to showcase. You may load multiple pictures at once
5. Next type the description of your ad. Please remember that your ad cannot be discriminatory.
6. Next list the price you are charging for rent/sale
7. Enter the location be it the exact address, the street, the zipcode or city
8. Let us know you're not a robot by clicking in the box on the Captcha and doing whatever it instructs for verification
9. Now you can choose what price (Standard or Premium) you'd like to pay for your ad to be listed by clicking the round dot
10. Finally click Preview Ad to make sure it's just how you want it then click Publish Listing

- **Payment**

1. This will bring you to the Pay screen. Fill out the contact information on this page. If you'd like to create an account, to place ads easier in the future, click in the box and enter a password when prompted.
2. Review that the price being charged is correct and then click PROCEED TO PAYPAL

***\*Please be aware you DO NOT need to have a PayPal account in order to pay, we use PayPal as the processing company. They will just charge your credit card.***

***\*\*Please be careful because going back or refreshing can cause your ad to duplicate and put two items in your cart.***