

Your Advertiser Portal

Manage your advertising account online — anytime, any device.

Welcome to the Advertiser Portal

This is your online account center. View and pay invoices, approve ad proofs, save payment methods, and review your account history. This guide walks you through everything you can do.

What you can do

View invoices & balances See outstanding invoices, balances, and past-due amounts, and download PDFs.	Pay online Pay by credit or debit card — surcharge is handled automatically.	Save payment methods Securely add, update, or remove cards and bank accounts on file.
Approve ad proofs Review proofs, request changes, or approve them directly.	History & receipts View your payment history and download receipts anytime.	Multiple accounts Switch between all accounts tied to your email with one login.

SHORTCUTS

Quick Actions

Jump into the tasks advertisers use most often.



View Invoices

See every open invoice, current status, and downloadable PDFs.



Make a Payment

Pay your balance with card and keep billing on track.



Payment Methods

Update saved cards, bank accounts, and billing preferences.



View Payments

Review posted payments from the last 12 months and download receipt PDFs.

Quick actions on your dashboard put the most common tasks one click away.

1 Logging in — no password needed

There are no passwords to remember. You log in with your email and a one-time code.

- Click the portal link in your email, or visit our website and choose **Log In / Pay My Bill**.
- Enter the **email address** on file with us.
- Check your inbox for a **one-time verification code** and enter it (it expires in 10 minutes).
- You're in — no account setup or password required.

The diagram illustrates the login process. On the left, the 'Welcome Back' page prompts the user to 'Enter your email to access your account'. It features an 'Email Address' input field containing 'your@email.com', a 'Verifying...' status indicator with a Cloudflare logo, and a 'Send Verification Code' button. A large blue arrow points from this page to the right, where the 'Miller Adventure News' verification page is shown. This page displays the code '189910' in a blue box. Below the code, 'Security Information' is provided: 'This code expires in 10 minutes', 'This code can only be used once', and 'If you didn't request this, ignore this email'. At the bottom, it says 'Enter this code on the login page to access your account.'

Enter your email, then type the one-time code we send you.

Tip

If you manage more than one business or account, a single login lets you switch between all accounts tied to your email.

2 Viewing invoices & your balance

From your dashboard you can see your current balance, outstanding invoices, and any past-due amounts at a glance.

- See **current and past invoices** (up to 12 months of history).
- **Download or print invoice PDFs**, formatted with our familiar letterhead.
- Review what was billed, when, and the amount due.

ACCOUNT OVERVIEW **PAST-DUE BALANCE**

Switch Account Log Out

Welcome, AAA Reality

Review the outstanding invoices below or make a payment to bring the account current.

CURRENT BALANCE

\$1,732.92

Use the current balance shown here to pay online or review the open items below.

[Pay Account Balance](#) [Review Proofs](#)

ACCOUNT SNAPSHOT

LATEST PAYMENT
\$362.25
Posted Feb 15, 2019

PROOF WORKFLOW
1 proof in progress
1 proof waiting on changes.

Your dashboard: current balance, latest payment, and proof status at a glance.

BILLING

Outstanding Invoices

[View All](#)

OPEN INVOICES
\$1,732.92

PAST DUE
\$1,732.92

Choose one or more invoices below to pay them together.

[Pay Selected](#)

☐	INVOICE #	DATE	DUE DATE	SALES TYPE	ORIGINAL	PAID	DUE	STATUS	ACTIONS
☐	INV-14041	Apr 30, 2024	May 15, 2024	Retail	\$1,252.92	\$0.00	\$1,252.92	749 days past due	PDF
☐	INV-14042	Apr 30, 2024	May 15, 2024	Retail	\$480.00	\$0.00	\$480.00	749 days past due	PDF

Outstanding invoices — select one, several, or pay them all together.

3 Making a payment

Paying your bill takes just a few clicks, and payments post to your account automatically.

- Choose how to pay: **select specific invoices**, **pay all outstanding**, or make a **general payment** toward your balance.
- Choose a **saved payment method** or enter a new card.
- Review the total — any surcharge is shown (debit is exempt automatically) — and submit.
- Your payment **applies to your invoices instantly** — no waiting, no follow-up call.

INVOICE LIST

Open All

Open any invoice for detail, billable items, and a downloadable PDF.

OPEN INVOICES
\$1,732.92

PAST DUE
\$1,732.92

SELECTED (2)
\$1,732.92

2 invoices selected for \$1,732.92.

Pay Selected

☒	INVOICE #	DATE	DUE DATE	SALES TYPE	ORIGINAL	PAID	DUE	STATUS	ACTIONS
☒	INV-14041	Apr 30, 2024	May 15, 2024	Retail	\$1,252.92	\$0.00	\$1,252.92	749 days past due	PDF
☒	INV-14042	Apr 30, 2024	May 15, 2024	Retail	\$480.00	\$0.00	\$480.00	749 days past due	PDF

Check the invoices you want to pay, then choose Pay Selected.

4 Managing payment methods

Keep your payment options up to date — securely, without ever reading card numbers over the phone.

- **Add, update, or remove** credit/debit cards.
- **Save payment methods** so future payments are faster.
- All saved methods are stored securely in our payment vault.

[← Back to Dashboard](#)

Payment Methods

Manage your saved cards and bank accounts

Saved Payment Methods

Cancel

CREDIT/DEBIT CARDS

visa **** 1111 Exp 02/29

Update ExpRemove

BANK ACCOUNTS (ACH)

Ach checking **** 11****11

Remove

Add New Payment Method

Credit Card

ACH / Bank Account

 0000 0000 0000 0000

MM/YY

CVV

Manage saved cards and bank accounts, or add a new one.

The Times

FORSYTH COUNTY NEWS

 DAWSON COUNTY NEWS

 Metro Caribbean LLC

5 Reviewing & approving ad proofs

If we send you ad proofs to review, you can handle it all right in the portal.

- See your proofs organized by status: **new ads**, **in progress**, **needs your review**, and **completed**.
- **Approve** a proof when it looks good.
- **Request changes** by leaving comments — and even **upload files or assets** for our design team.

[← Back to Dashboard](#)

Ad Proofs

Review and manage your ad proofs

New Ads **1** In Progress **Needs Your Review** **1** Completed

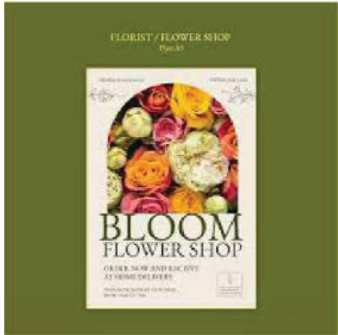
ORDER #	AD #	DESCRIPTION	FIRST RUN	LAST RUN	PUBLICATIONS	STATUS
 4172	1	Honey d'light	Feb 13, 2026	Feb 27, 2026	*Miller Weekly	Awaiting Review

Proofs are grouped by status so nothing slips through the cracks.

[← Back to Proofs](#)

Order 4172 - Ad #1

Awaiting Review



Order Details

ORDER	4172
AD #	1
SALES REP	Lisa
DESCRIPTION	Honey d'light
AD SIZE	6 × 5.2167
FIRST RUN DATE	Feb 13, 2026
LAST RUN DATE	Feb 27, 2026
PUBLICATIONS	*Miller Weekly

Actions

[Approve Proof](#)

[Request Changes](#)

Open a proof to view it in detail, then approve or request changes.

6 Payment history & receipts

- View your **full payment history**, including which invoices each payment was applied to.
- **Download a receipt** immediately after any payment, or anytime later.

[-- Back to Dashboard](#)[BILLING HISTORY](#)[LAST 12 MONTHS](#)[Make a Payment](#)

Payments

Review 6 posted payments, download receipt PDFs, and open any payment for allocation detail.

POSTED PAYMENTS

6

Posted in the last 12 months.

[View Invoices](#)[Payment Methods](#)

PAYMENT SNAPSHOT

LATEST PAYMENT

\$393.09

Posted Jun 1, 2026

PAYMENT RECORDS

6 payments

Receipts are available as downloadable PDFs.

CURRENT BALANCE

\$3,000.00

A balance is still open if you need to make another payment.

PAYMENT LIST

Posted Payments

Open any payment for detail, allocations, and a downloadable receipt.

DATE	DESCRIPTION	METHOD	AMOUNT	RECEIPT
Jun 1, 2026	Online Payment - Will pay the rest off when I can!	checking ***11	\$393.09	PDF
Apr 17, 2026	Online Payment	checking ***11	\$99.00	PDF
Mar 29, 2026	Online Payment	checking ***11	\$99.00	PDF
Mar 29, 2026	Online Payment	checking ***11	\$88.00	PDF

Every posted payment, with downloadable receipt PDFs.

Need help?

Contact your sales rep or Jessica Collins at 770-535-6311 (jcollins@gainesvilletimes.com)