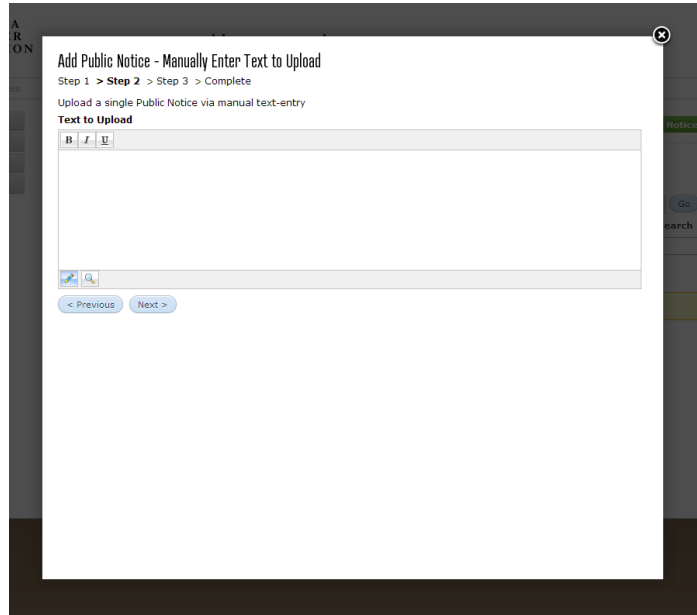


What Kind of Files Can I Upload to MNPublicnotice.com?

There are many options available for you, when uploading notices to MNPublicnotice.com. While uploading your entire "legals" page will not work with this system, here is what will work:

1. MANUAL ENTRY:

You can manually enter text into the system. Copy and paste from a word document or type text into the system.



2. PDF (ONE NOTICE PER PDF):

You can upload PDF files that contain one notice. The system will extract text so users may search the text within the public notice website. Visitors will be able to click on a link to view the PDF.

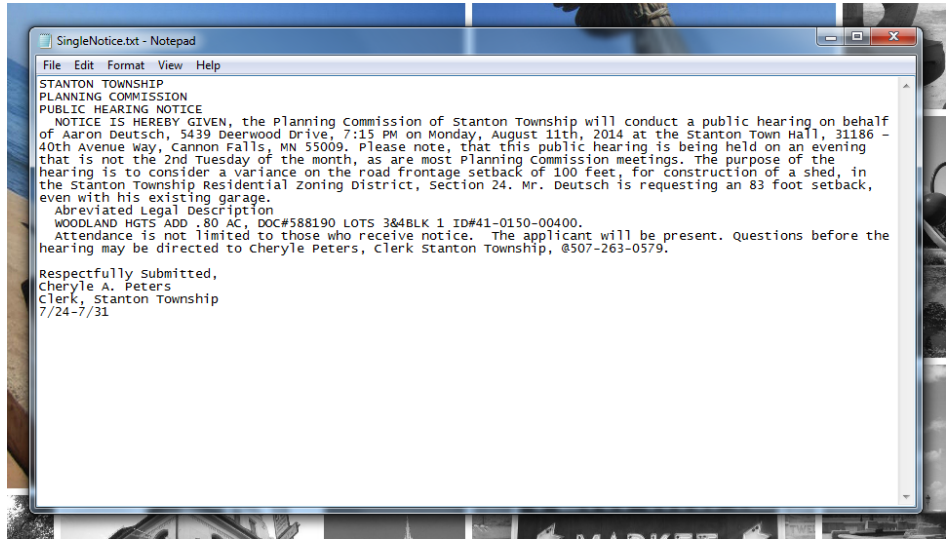
This may be a good option if the person placing the notice sends you a PDF of the notice to run in your newspaper.

Supervisor's Annual Report - Lakewood Township & Road District Fiscal Year April 1, 2013 to March 31, 2014 - Supervisor, Milton Pettyjohn			
General Town Fund		General Assistance Fund	
Beginning Balance	17,024.48	Beginning Balance	2,013.74
Real Estate Tax	21,458.74	Real Estate Tax & Interest	7.33
Replacement Tax	1,844.63	Expenses	
Interest	35.33	Propane	422.88
TOIRMA Dividend	683.00	Ending Balance	1,598.19
Total Receipts	24,021.70	Township Bridge Fund	
Expenses		Beginning Balance	2,314.75
Hwy. Commissioner	9,849.04	Real Estate Tax	1,448.40
Supervisor, Clerk	2,170.56	Transfer/Road & Bridge Acct.	2,000.00
Trustees	1,292.80	Total Receipts	3,448.40
Payroll Taxes	5,234.63	Expenses	
Transfer/Audit Acct.	1,400.00	Shelby Co. Highway Dept.	4,684.40
Disbursements under \$1,000	1,732.16	Ending Balance	1,078.75
Total Expenses	21,649.19	Special Road Damage Fund	
Ending Balance	19,396.99	Beginning Balance	3,509.82
Social Security Fund		Real Estate Tax & Interest	9.18
Beginning Balance	2,986.01	ITEMA	49,978.56
Real Estate Tax	1,314.08	Total Receipts	49,987.74
Interest	3.80	Expenses	
Total Receipts	1,317.88	Transfer/Permanent Rd. Acct	49,978.56
Expenses		Ending Balance	3,519.00
Payroll Taxes	2,630.61	Permanent Road Fund	
Ending Balance	1,673.28	Beginning Balance	27,229.62
Insurance Fund		Real Estate Tax	6,181.13
Beginning Balance	7,264.22	Transfer/Special Road Acct	49,978.56
Real Estate Tax	3,537.73	Interest	34.15
Interest	9.20	Total Receipts	56,193.84
Total Receipts	3,546.93	Expenses	
Expenses		Shelby Co. Hwy. Deputy	38,155.63
TOIRMA	4,605.00	Disbursements under \$2,200	6,963.19
TOI Dues	90.34	Total Expenses	45,118.82
Total Expenses	4,695.34	Ending Balance	38,304.64
Ending Balance	6,115.81	General Road & Bridge Fund	
Cemetery Fund		Beginning Balance	21,692.66
Beginning Balance	9,292.30	Real Estate Tax	24,238.10
Real Estate Tax	4,043.43	Replacement tax	1,240.07
Cemetery Lots Sold	1,400.00	Shelby County	10,000.00
Interest	17.11	Shelby Electric Coop	2,823.25
Total Receipts	5,460.54	Interest	39.55
Expenses		Total Receipts	38,340.97
Jim Allsop, Mowing	4,000.00	Expenses	
Ending Balance	10,752.84	Labor	12,465.64
Audit Fund		Effingham Equity	14,487.17
Beginning Balance	506.29	Transfer/Audit Acct.	1,400.00
Transfer/Road & Bridge Acct.	1,400.00	Transfer/Bridge Acct.	2,000.00
Transfer/Town Acct.	1,400.00	Payroll Taxes	3,184.92
Real Estate Tax	151.94	Disbursements under \$2,000	13,759.19
Total Receipts	2,951.94	Total Expenses	47,296.92
Expenses		Ending Balance	12,736.71
L.M.H.N - CPA Audit	3,300.00		
Ending Balance	158.23	Ending Balance	6,587.25
	Legal #1222	6/24/14	7,089.78

3. **TEXT FILE (ONE NOTICE PER FILE):**

You can upload a text file (.txt) that contains a single notice to the system. You can create a text file using Notepad or a similar program on your computer – or you can create the document in Word or a similar program and “Save As” a .txt file.

The system will not upload a .doc or .docx file. You must save it as a .txt file.

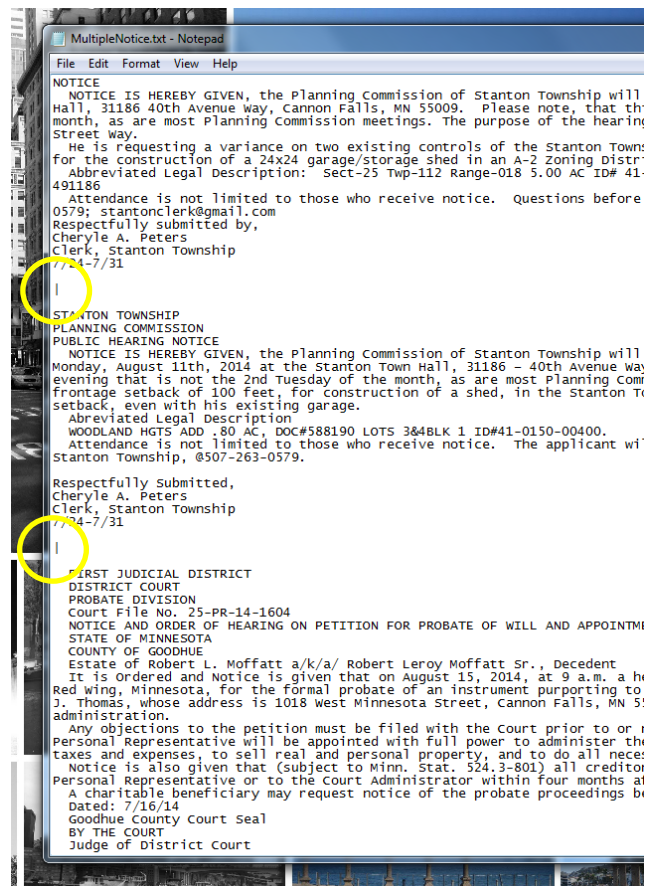


4. **TEXT FILE (MULTIPLE NOTICES PER FILE):**

You can upload a text file (.txt) that contains multiple notices within the single file. You can create a text file using Notepad or a similar program on your computer – or you can create the document in Word or a similar program and “Save As” a .txt file. The system will not upload a .doc or .docx file. You must save it as a .txt file.

You must place the pipe symbol between each notice – that symbol is | (below the backspace button on your keyboard). This symbol tells the system that one notice ends and another begins.

You can create a single .txt document that contains all of your notices for the week. As notices are received by phone or email, you can add them to a .txt document, placing the | symbol between each notice and simply upload one file each week.



5. **XML – Auto Uploads**

If you would like to explore the Auto Upload option, please email LuAnn Yattaw (luann@mna.org) for help getting set up.