Quick Reference Guide for Uploading to mnpublicnotice.com

Upload pdfs or txt. If all notices are in one txt file, separate the notices with the pipe symbol |

Go to: mnnewspaper.mnpublicnotice.com
Login: Your email address provided to MNA
Password: Enter your password here

Click [Public Notices]

Click [+ Add Public Notice]

Select: ⦿ Upload up to five Public Notices as files (PDF, TXT and/or XML)

Next

Browse for pdf(s) or txt (s)

Next

Select a Publication (click down arrow if necessary) **Click** [+ Add Publication]

Choose another publication (if necessary) **Click** [+ Add Publication]

In the box that pops up below, click in the **empty cell to the left** of [+ Add Date]

A pop-up calendar appears. Choose date

Click [+ Add Date]

Choose additional date (if necessary)

Click [+ Add Date] (add as many dates as you need, just click add date after each one)

If only **one file** was uploaded, **Click Next Finish, Okay, Close and Refresh (You are done!)**

If more than one file was uploaded:

Click small gray arrow, top right (next to 1 of 2, 1 of 5, etc.) to navigate to next file

Same instructions as first file: **Add Publication and Add Date**

Continue until a publication and date has been added for each file.

Next Finish, Okay, Close and Refresh

You are now back on the public notice page and you should see the public notices you just uploaded.