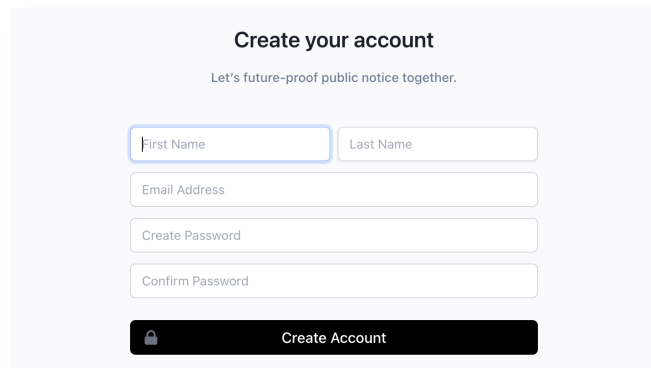


# How to: Create an Account

Create an account in Column to place notices with our newspaper. It takes just a few minutes to set up. Here's what you need to know.



**Create your account**  
Let's future-proof public notice together.

First Name  Last Name

Email Address

Create Password

Confirm Password

**Step 1: Get Started.** Visit [www.column.us/register](http://www.column.us/register), enter your name and email, and create a password for your account.

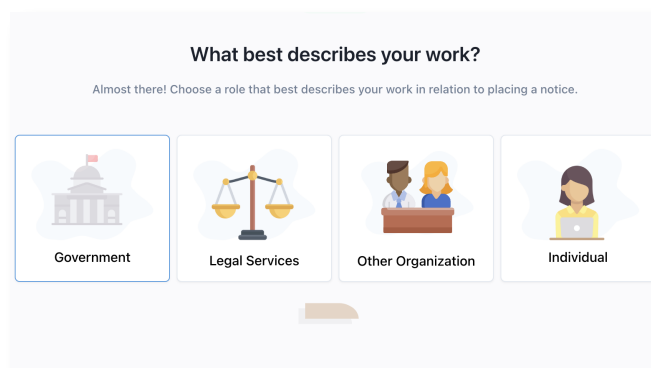


**How do you plan to use Column?**  
Tell us a bit about yourself so we can personalize your experience on Column.

I want to place a notice in a newspaper

I work at a newspaper

**Step 2: Account Configuration.** Select "I want to place a notice in a paper."



**What best describes your work?**  
Almost there! Choose a role that best describes your work in relation to placing a notice.

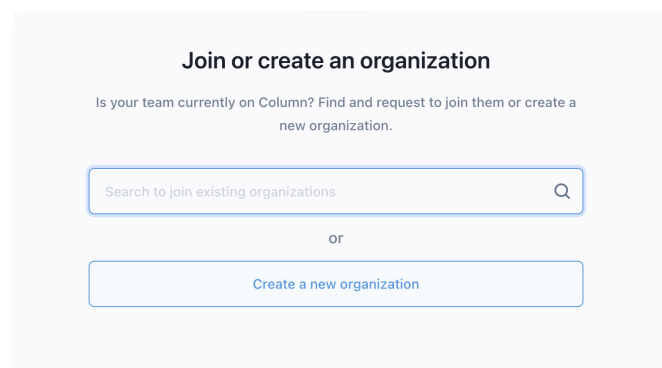
Government

Legal Services

Other Organization

Individual

**Step 3: Account Type.** Select the area that best describes your work.



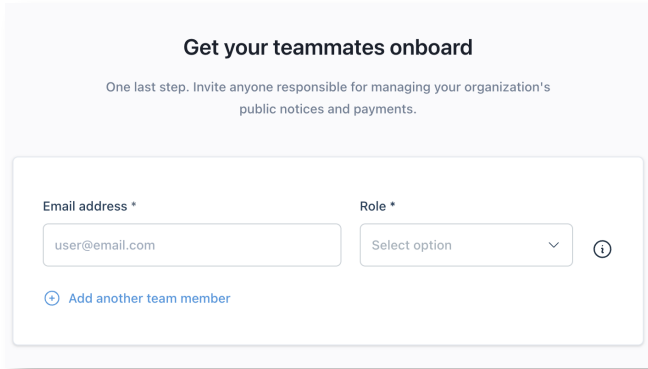
**Join or create an organization**  
Is your team currently on Column? Find and request to join them or create a new organization.

or

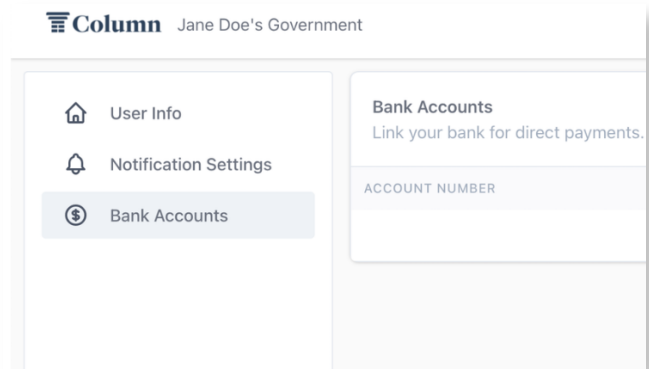
**Step 4: Join Organization.** Search for and join an existing organization, or create a new one if you're the first to set up an account.



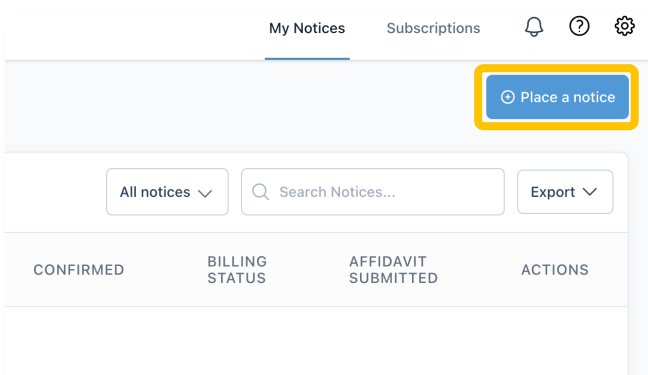
# How to: Create an Account



**Step 5: Add Team Members.** Invite colleagues to your organization, or skip for now. You can always add additional members later.



**Step 6: Set Up Payment.** Access your account settings to link a bank account. Or, you can always pay for notices with a credit card.



**Step 7: Begin Placing Notices.** Start placing notices by clicking the blue button on your home dashboard!

## Contact Information:

**Column Support**  
Email: [help@column.us](mailto:help@column.us)  
Visit: [help.column.us](https://help.column.us)

