Adding Agency, Advertiser and Brands

- Go to https://cadbeta.addelivery.cts.comcast.net/cad/login and enter your credentials to login.

- An Agency, Advertiser and Brand are required for all Spots and all Orders. This information is necessary before entering new metadata for either spots or orders.
- Once you are logged in, click on the Settings icon in the menu on the left side of the screen.
- There is an upper horizontal bar with options for User, Agency Information, File Transfer Clients and Invoices. Select Agency Information.
- In the bottom right-hand corner click New. Enter the name of the Agency, and click the box labeled Active. Hit Save. Once you hit Save, then it will prompt you to enter an Advertiser and Brand.
- In the Advertiser box, click the black plus button. Again, enter the name of the Advertiser, and click the Active box. Hit Save.
- In the Brand box, click the black plus button. From the drop-down menu, select the associated advertiser. Then enter the name of the Brand and Save.