How to Add Agency, Advertiser and Brand

The settings section is where you can add an unlimited amount of agencies, advertisers and brands.

Follow the steps below to add an agency, advertiser and brand.

1. Go to https://distribution.advertising.comcasttechnologysolutions.com and enter your credentials to login.
2. Click on the **SETTINGS** button on the left side of the screen in the gray bar. Then, in the top gray bar, select **AGENCY INFORMATION** and hit **NEW** on the bottom right. The AGENCY must be added before you can proceed to the next steps.
3. Required fields are marked with an asterisk (*). Once all required fields are entered, hit **SAVE** on the bottom right, which will enable you to now add **ADVERTISERS**.
4. Hit the PLUS (+) button on the **ADVERTISERS** section and enter in all required fields (denoted by *) and hit **SAVE**. This will now enable you to add **BRANDS**.
5. Hit the PLUS (+) button on the **BRANDS** section and fill in the fields. If a specific brand is tied to a specific advertiser, you must first find the advertiser in the dropdown. Once you locate your advertiser, add the brand in the **NAME** field (no other info is required) and hit **SAVE.**

That's it! All of your brands and advertiser will now be available in the dropdowns of the spots and orders sections.