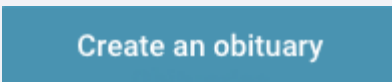# Creating an Obituary

To place this obituary please follow the steps below:

1. In the top right corner, click the **Create a Notice** button to get started.

   [Create a Notice]

2. Click **Create an Obituary**

   [Create an obituary]

3. Start by filling out the basic information - **First/Middle/Last Name, Date of Birth, Date of Passing**.

   Tip: You can click Add preferred first name to enter the preferred name to be displayed on the Obituary.

4. Please enter **Place of last residence** and **Funeral home name**. When entering funeral home name, a list of funeral homes will show up. Please select the correct one, and the system will automatically fill out the address below. If you see **No match found**, please fill out the address manually.

   Funeral home name

   Fairv

   Fairview Funeral Home
   221 N Main Street, *Fairview, OK- US*

   Fairview Memorial Park
   700 Yale Boulevard SE, *Albuquerque, NM- US*

   If you selected a wrong funeral home, please click **Choose a different funeral home** to remove it and start over.

   [Choose a different funeral home ›]
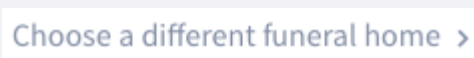
5. Click **Add an event** to create funeral service and family events to let friends and family know of events being hosted. These will appear on the online obituary up to and including the day of the event.

   [+ Add an event]
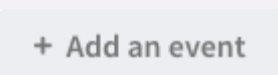
6. Click **Upload Photo** to upload the deceased photo you want to have online and in print. If you want the photo to be used in a print obituary, for best results, try to upload a photo with good resolution.

Upload photo ⬆

7. Select one of the **Background Photo** options or **Upload my own** to change the current image that will appear on top in the online story profile.

⬆
Upload my own

8. Enter the obituary copy into the **Story** field.

9. Click **Save for later** to come back to your obituary at anytime, or **Proceed to publishing** to continue with your order placement**.**

Save for later   Proceed to publishing

10. Select the obituary package that best meets your needs and click **Proceed** under that column.

11. On the print details, if you wish to edit the content of the print ad, you can click on the **Edit** button on the print preview. When finished editing, click **Save**.

12. Click on the check box to approve the content.

☐   I approve the print proof and understand that the contents in the proof will be published.

13. Select the date(s) for the run schedule for online and print.

14. Once everything has been completed to your satisfaction, click **Next**.

Tip: If you need to come back to this page once you have clicked Next, please click **Enhance** on the progress bar located on the top left corner.

Enhance → Premium → Confirm & Pay

15. Select which guestbook best works for you, then click **Next**.

16. Enter details for payment. When all of the details are entered, click **Place your order**.

You should see a notification letting you know that obituary has been submitted for approval. If you are still having trouble, please contact us at support@adperfect.com for further questions.