

## Posting an Ad: Step-by-step Instructions

1. Start by going here to set up a free account: <https://accounts.craigslist.org/login/signup>
2. You will be sent an email that contains a link.
3. Clicking on this link will take you to a page to enter a password.

Password:

Re-type Password:

4. Once you've entered a password of your choosing, click on "Submit Password and Log in."
5. Review the Terms of Use on the next page (at least glance at it!), then click "I ACCEPT" if you agree.
6. You are now logged into your account. To submit a post, select your city from the drop down menu at the upper right and click "go".

post new ad in:

7. Make the appropriate selections in the next few screens, until you get to the main posting form. **Note:** the fields on this form may vary according to the category selected, but the basic required fields are covered here. All fields with green text are required.
8. Enter a title in the Posting Title field. This is what people will click on to see the details of your posting description.

<b>Posting Title:</b>	<b>Price:</b>	<b>Specific Location</b>
<input type="text" value="Comfortable Green Couch"/>	<input type="text" value="\$"/>	<input type="text"/>

9. Enter all the details and information you want people to see in the Posting Description box.

### Posting Description:

I've only had this couch for six months and sadly I must part with it. It's a beautiful shade of light green and will go perfectly in your living room! There is a small tear in back but no stains! It is sturdy and also extremely comfortable.

10. Your email address will be masked with a craigslist anonymous address, but responses are forwarded to your email account. If you'd rather not receive replies by email, select "do not show any email address" and provide other contact information in the posting description.

### Your Email address: (this address will NOT be visible on the website)

- reply to: [sale-xxxxxxxxx@craigslist.org](mailto:sale-xxxxxxxxx@craigslist.org) (craigslist [anonymizes](#) your real address and relays replies to it)
- do not show any email address (**be sure to put a phone # or other contact info in your posting!**)

11. Once you have completed all the required fields, click "continue" at the bottom.
12. You are taken to a review screen of what your post will look like. If you need to make changes, click "Edit." When everything looks the way you want it, click "continue."
13. Your post will appear on the site in approximately fifteen minutes. Still having trouble? Try the [help desk](#) discussion forum.