## Disney Classified FAQ’s

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Does the submitter need to be the contact person?</strong></td>
<td>Yes, the submitter (employee) needs to be the contact person on the ad.</td>
</tr>
<tr>
<td><strong>Can I submit an ad for donations to charities/non-profits?</strong></td>
<td>No, Classifieds cannot be used as a vehicle for requesting donations to charities/non-profits. Employees are encouraged to participate in the Disney Employee Matching Gifts Program to support your charitable efforts.</td>
</tr>
<tr>
<td><strong>How do I edit a posted ad?</strong></td>
<td>You can edit your classified ad(s) by navigating to the “Classifieds Tools” section of the Classifieds site, which appears on the right side of classified webpages. Then, click on the “Manage Ads” tab. On the “Manage Ads” webpage you can select and edit ads that you have submitted. You can edit your ads that are not yet approved by clicking on the “Pending Approval” tab that appears on the “Manage Ads” webpage. You can also edit “Approved” classified ads by clicking on the “Approved” tab that appears on the “Manage Ads” webpage. On the “Pending Approval” or “Approved” classified ads webpage, click on the title of the classified ad in the list to edit it. Once you have made all desired edits, agree to the Waiver by checking the check box and then click “Next”. You will then preview the edited ad. If you approve the edited ad, click “Submit”. Your ad will then be updated and resubmitted for approval by a classifieds administrator. If your ad was previously approved and you edited &amp; resubmitted it your original ad will be removed from the classified directory until the updated version of it is approved by a classifieds administrator. You will receive an automatic e-mail notification when your submitted classified ad is either approved or rejected. If your ad is rejected the classifieds administrator will provide a reason why it was rejected in the rejection notification e-mail.</td>
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<tr>
<td><strong>How do I search or browse the classifieds?</strong> <em>(Sort by sub category only)</em></td>
<td>To browse classified ads, click on the “Classifieds” tab. You will then be taken to the Classified ad directory. In the navigation panel that appears on the left of the webpage, you see different categories of classified ads, including sub-categories. Once you have selected a sub-category of classified ads you will see classified ads that are contained within that sub-category. To sort the classified ads, please use the “Sort By” and “Filter By” drop-down menus that appear above the classified ads listed on the sub-category page(s). You can select to sort the classified ads by item location (region), by most recent ads or by price (low to high) or high to low. Once you have selected how you want to sort or filter your classified ads, the webpage will refresh and it will present you with the sorted or filtered classified ads arranged in the order that you specified.</td>
</tr>
<tr>
<td><strong>My item sold; how do I remove my ad?</strong></td>
<td>You can remove your classified ad(s) by navigating to the “Classifieds Tools” section of the Classifieds site, which appears on the right-side of classified webpages. Then, click on “Manage Ads” to see a list containing all of your submitted classified ads. Click on the “Approved” tab to see your approved/posted classified ads. From here, locate the classified ad that you would like removed and click the “X” button in the “Remove” column. Your classified ad will then be removed from the classified ad directory. To see a listing of classified ads that you have removed you can click on the “Removed” tab on the “Manage Ads” webpage.</td>
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</table>

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DISNEY CLASSIFIED FAQ’S

**QUESTION**

**WHY CAN’T I UPLOAD OR HYPERLINK TO PHOTOS? WHY ARE POSTED LINKS STATIC?**

**ANSWER**

This Functionality is not available at this time. However, you can share or exchange photos or links upon an interested party contacting you.

**HOW DO I KNOW MY AD IS BEING VIEWED?**

**ANSWER**

Currently Classified does not indicate or report on how many times your classified ad(s) has been viewed. If someone is interested in your posted classified ad, they can contact you using the contact information that you choose to share in your classified ad.

**WHAT CAN I DO TO MAKE MY AD STAND OUT?**

**ANSWER**

You can make your classified ad stand out by providing a compelling title for the classified ad. We suggest using interesting words that will draw the attention of the viewer to your ad. The more descriptive and detailed you make your classified ad, the better it will be.

**I FOUND A LISTING THAT SEEMS INAPPROPRIATE. WHAT SHOULD I DO?**

**ANSWER**

If you find an inappropriate ad contact your Classified Administrator by clicking the link under “Questions.”

**I READ THE FAQ’S AND STILL HAVE QUESTIONS. WHAT NOW?**

**ANSWER**

If you still have questions contact your Classified Administrator by clicking the link under “Questions”.

- Call 24/7: 1.866.574.7229 Assistance available in multiple languages. TDD/TTY: 1.800.873.1322
- Go to Disney Add It Up! Online from Quick Links on the Hub. Select Personal Life Resources under “Take Time To Refuel.”
- Log in to www.lifecare.com/disney. Not registered? Click “Start Now” and enter Registration Code: DISNEY or your work e-mail address. Member ID: your personnel number (PERNR).