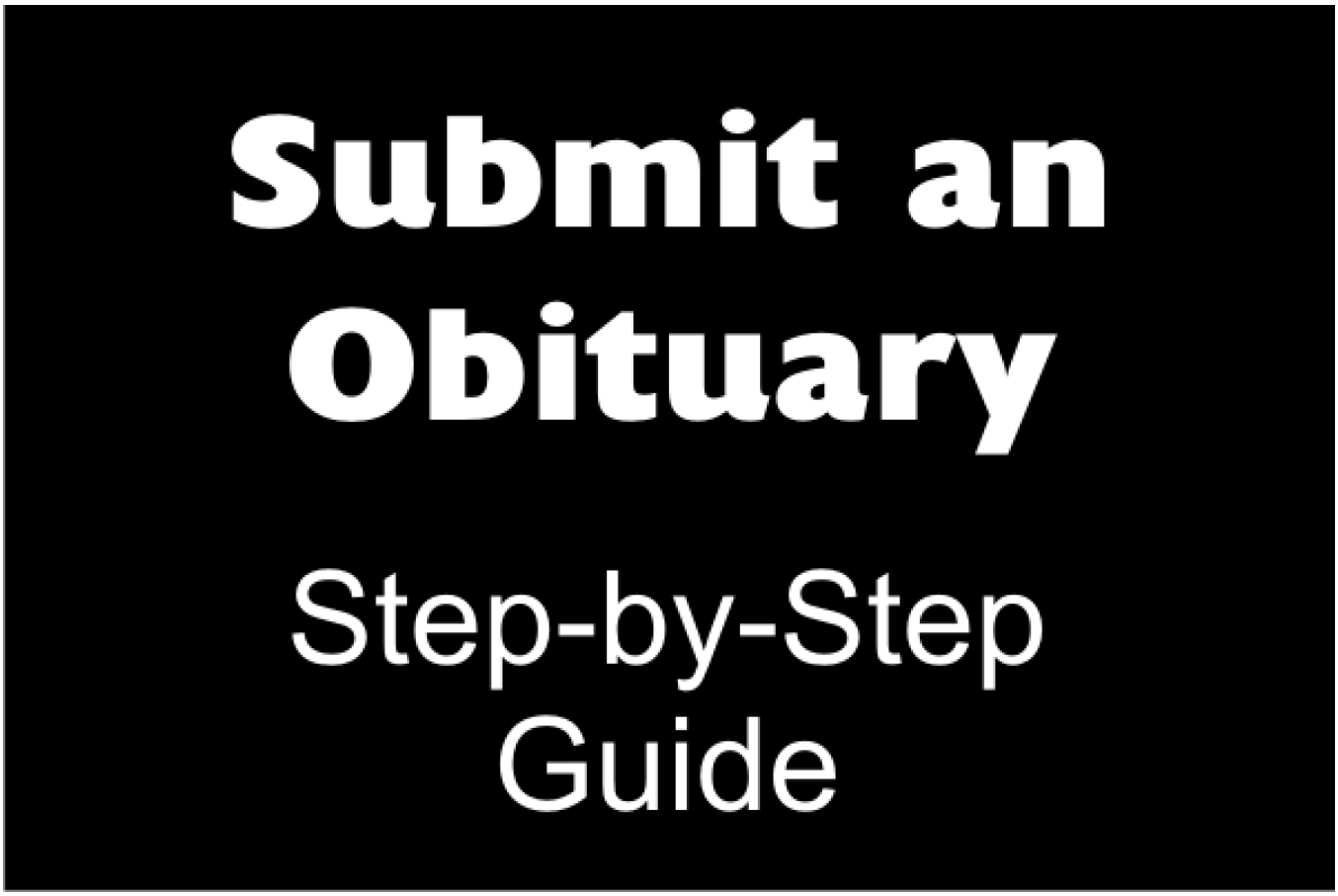

Submit an Obituary - Step-by-Step Guide

Jay Dellinger, Publisher

We are currently developing an online form to make it easier for you to submit obituaries. In the meantime, please email the following information to LH@LincolnHerald.com**:**

Step-by-Step Guide for Submitting a Paid Obituary

Open up your email client like gmail, outlook, yahoo, Etc and enter the following information.

1. **Enter the Name of the Deceased Loved One**
   Write the full name of your loved one

2. **Attach Photos (Optional).**
   - Attach up to **6 photos** of the deceased loved one to the email

- Clearly indicate which photo should be the **lead photo** for the obituary (Example: Rename the photo to "MAINPHOTO" would ne suggested).

3. **Provide Video Links (Optional)**
   - Add up to **4 video links** (e.g., YouTube, facebook, ETC).

4. **Include a Donation Link (Optional)**
   - Provide one donation link for charities, memorial funds or other causes if applicable:

5. **Paste the Obituary Text**
   - Include the full text of the obituary:

6. **Review and Submit**
   - Double-check all information for accuracy.
   - Email everything to LH@LincolnHerald.com
   - Put Paid Obit in the subject with the loved ones name Example: (PAID OBIT John Doe)
   -

7. **How To Pay**

   Click the following link. Put the name of your loved one you wish to honor in the description.

   Put the amount of $50.00 in the price box and choose your payment method

   Click here https://lhmerchant.com/payment/

If you have any questions, please contact us at LH@LincolnHerald.com or call 704-276-6587