Pay an Order or Invoice(s)

- Navigate to the credit card portal at: https://pay.scripps.com
- Enter your information in the section on the left-hand side of the page

**Note:** Anything with a red asterisk (*) denotes a mandatory field.

- In the “Station” section select the “Division,” “Market” and “Station.”
- In markets with multiple stations, select one station or choose “Multiple” if paying invoices or orders for more than one station.
- Enter the name of the Account Executive (not required)
The “Order Details” section is where order/invoice numbers are entered

- You can enter the invoice or order number
- If you don’t have an invoice or order number you can enter the name of the ad campaign
- If you are paying for a Political Ad, put “POL” in front of the invoice or ad campaign name
- If you are paying Cash In Advance, put “CIA” in front of the invoice or ad campaign name

**Note:** Political and Cash In Advance advertisements can be time sensitive and this allows us to prioritize the processing of receipts

- Enter the corresponding amount for each entry

The “Total Amount” will appear at the bottom of the “Order Details” section.

```
Order Details *

<table>
<thead>
<tr>
<th>Order Details</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345-1</td>
<td>1.00</td>
</tr>
<tr>
<td>Ad on TV</td>
<td>2.00</td>
</tr>
<tr>
<td>POL Ad on Radio</td>
<td>3.00</td>
</tr>
<tr>
<td>CIA 12345-1</td>
<td>4.00</td>
</tr>
</tbody>
</table>

Total Amount: $10.00
```

- Once you have all the information entered “Click to proceed to Secure Page.”

You can review the total amount you are paying on this page. If you need to make a correction, select the back arrow in your browser to return to the page and make changes.

Click the link below Payment Method* “Click here to proceed to payment” to advance to the Payment Information screen.

In the “Payment Information” Section you will enter your credit card information.

- Fill in the following fields: **Name on Card, Card Number, Expiration Date, CVV, Email** and **Billing Address**. All fields are required* It is best to hand key the data rather than auto-fill from your web browser and to tab between fields.
- Click the “Pay $XX.XX” button.
You will see a green check mark indicating your transaction has processed successfully.
You will receive an email receipt like the one below from no_reply@cardx.com to the email address you entered. If you do not receive the email in your inbox, please check your Spam and Junk folders to allow the sender.

Dear customer,

Thank you for your online payment.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Currency</td>
<td>USD</td>
</tr>
<tr>
<td>Paid On</td>
<td>June 30, 2022</td>
</tr>
<tr>
<td>Amount Due</td>
<td>$5.00</td>
</tr>
<tr>
<td>Credit Card Fee</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Transaction Amount</td>
<td>$5.60</td>
</tr>
<tr>
<td>Invoice Number</td>
<td>WCPO</td>
</tr>
</tbody>
</table>

Payment Summary

<table>
<thead>
<tr>
<th>Card</th>
<th>Type</th>
<th>Transaction ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003</td>
<td>American Express</td>
<td>202008301812353681</td>
</tr>
</tbody>
</table>
Recurring Payment Setup

**Note:** Recurring payments must be the same amount every month.
Example: Recurring payments for $100 can be set up for the next 12 months. Payments for $100 the first month, $125 the second month and $100 the third month can’t be set up as recurring payments.

- Follow the same steps as above for “Pay an Order or Invoice(s).”
- Select the “Select to schedule future payments” box

**NOTE:** Your card will be charged the first payment as your transaction is successfully processed. Subsequent payments will be charged according to the scheduled start date and number of payments specified.

- Enter the following information:
  - Recurring Amount
  - Frequency – Weekly, Bi-Weekly, or Monthly
  - Start Date
  - Number of Payments
Select “Click to proceed to Secure Page.”

Click the link below Payment Method* “Click here to proceed to payment” to advance to the Payment Information screen. Enter information in all fields. The email address entered is the address to which the receipt will be delivered.

Click the "Pay" button.
• You will receive a message when your payment has processed successfully.
• A receipt will be emailed to the address you identified.

**Note:** Recurring payment processing is done by the bank at 7:00am every day and you will receive a receipt for any recurring transactions after the prior day is processed.

If you need further help or have any questions, please email: scrippsmmedia.cards@scripps.com with “Help” in the subject line.