**Pay an Order or Invoice(s)**

- Navigate to the credit card portal at: [https://pay.scripps.com](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 the of the invoice or ad campaign name
- If you are paying Cash In Advance, put “CIA” in front the 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.

<table>
<thead>
<tr>
<th>Order Details *</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345-1</td>
</tr>
<tr>
<td>Ad on TV</td>
</tr>
<tr>
<td>POL Ad on Radio</td>
</tr>
<tr>
<td>CIA 12345-1</td>
</tr>
</tbody>
</table>

- Use the “-” to remove lines
- Use the “+” to add more lines

The “Total Amount” can only be zero if setting recurring payment for future date

$10.00

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

You can review what you are paying on this page. If you need to make a correction, select the “<< Return to E.W. Scripps Payments” link.

In the “Pay with your Credit Card” Section you will enter your credit card information.

- Fill in the following fields: **Cardholder Name, Credit Card Number** and **Expiry Date**.
  **Note:** The Security Code is not required.

The “Email” field is automatically filled in with the address that was input on the first page.

- Click the “Pay With Your Credit Card” button.
You will receive the following message that your transaction has processed successfully:

Your transaction is complete. A receipt will be emailed to the address provided. Thank you for your business.

You will receive the following receipt to the email address you identified.

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.

You can pay a current order/invoice(s) **AND** set up a recurring payment; **OR** just set up a recurring payment.

**Recurring Payment Setup Only**

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

![Recurring Payment Setup](image)

• Enter the following information:
  o Recurring Amount
  o Frequency – Weekly, Bi-Weekly, or Monthly
  o Start Date
  o Number of Payments

![Order Details](image)

- Select “Click to proceed to Secure Page.”

- Enter your credit card information

  On this page you will notice that there is additional information:
  o “Additional Notes” – Documents when the recurring payment will begin
“Subscription Terms and Conditions” – Documents the amount and frequency of the recurring payment

Click the “Submit” button.
You will receive a message when your payment has processed successfully.
The following email receipt will be sent to the email address given on the initial page.

Note: If you set up a recurring payment the receipt will still say “Pre-Authorization” and the amount will be zero. 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.
**Recurring Payment Setup and Invoice Payment**

- Follow the same steps as above for “Pay an Order or Invoice(s).”
- Enter the order/invoice you want to pay
- Select the “Select to schedule future payments” box
- Enter the following information:
  - Recurring Amount
  - Frequency – Weekly, Bi-Weekly, or Monthly
  - Start Date
  - Number of Payments

Select “Click to proceed to Secure Page.”
- Enter your credit card information

On this page you will notice that there is additional information:
  - The invoice being paid is listed
  - “Additional Notes” – Documents when the recurring payment will begin
o “Subscription Terms and Conditions” – Documents the amount and frequency of the recurring payment

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