



PAYMENT PORTAL

To Pay an Order or Invoice(s)

- Navigate to the payment portal at: <https://pay.scripps.com>

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

- Select Payment Method: (ACH/EFT or Credit Card)

SELECT PAYMENT METHOD* ?
 ACH/EFT Credit Card

- Select Advertising Type (Advertising (non-political) or Political)

SELECT ADVERTISING TYPE* ?
 Advertising (non-political) Political

- Enter your information in the section on the left-hand side of the page

*** = required**

AGENCY OR ADVERTISER NAME* ?

Enter Agency or Advertiser Name

BILLING ADDRESS * ?

Street Address

City State Zip Code

CONTACT INFORMATION *

First Name Last Name

Phone Number Fax Number

EMAIL ADDRESS*

Enter Email Address

- In the “**Station**” section select the “Division,” “Market” and “Station.”

Station *

Television ▼ Cincinnati ▼ WCPO ▼

- In markets with multiple stations, select one station or choose “**Multiple**” if paying invoices or orders for more than one station.

Station *

Television ▼ Detroit ▼ -- Multiple -- ▼

- Enter the name of the Account Executive (**not required**)

ACCOUNT EXECUTIVE

Account Executive

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

Notes:

- *Political and Cash In Advance advertisements can be time sensitive and this allows us to prioritize the processing of receipts*
- *There are two payment options: One time payment or Recurring, only one payment option can be entered per transaction (one time payment and recurring can not be combined).*

- Enter the corresponding amount for each entry

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

ORDER DETAILS* ?

Please email all payment advice remittances to
customerservice@scripps.com

1.	CIA 1234567	100.00	
2.	Ad on TV	200.00	
3.	POL AD	300.00	
4.	Description, Invoice, Order	0.00	
5.	Description, Invoice, Order	0.00	 Use the "-" to remove Lines
	Description, Invoice, Order	0.00	 Use the "+" to add more lines

Total Amount * can only be zero if setting recurring payment for future date
\$600.00

- If setting up **Recurring Payment** please note that your first recurring payment amount entered will be processed today. Subsequent payments will be processed on the start date selected (see example below).

Recurring Payment

Select to schedule future payments

NOTE: Your first recurring payment will be processed today. Subsequent payments will be processed on the start date specified below.

Recurring Amount: *

50.00  \$50 will be charged today

Frequency

Monthly

Start Date: *

07/02/2024  07/02/2024 will be date of next payment

Number of Payments: (Maximum of 52)*

12  Total of 12 payments which include today's payment and 11 subsequent payments.

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.
- Once you have all the information entered “**Click to proceed to Secure Page.**”
- In the “**Payment Method***” Section you will select “Click Here to proceed to payment” to enter credit card or banking information.

Charge

Customer 1001 --	Transaction Amount 600.00	Currency Code USD
Payment Method * Click here to proceed to payment		Submit

- All fields must be completed for both ACH and Credit Card Payments

Note: *You must reenter your email address in this section to ensure you receive receipt*

- **FOR ACH:** Click the “Add” button follow steps below:

Payment Information

ACH Type *
Checking Account

Routing Number * Confirm Routing Number *
000014779 000014779

Account Number * Confirm Account Number *
123456789 123456789

First Name * Last Name *
Er Brig

Address * City *
123456789 Ln land

Country * State * Zip *
United States of America Florida 32751

Email Phone Number
123456789@ps.com 6701


snap pay

- Click “Submit” Button to submit Payment.

Charge

Payment method added successfully.

Customer: 1001 - - Transaction Amount: 100.00 Currency Code: USD

Payment Method: CHECKING-6789 [Edit](#) [Delete](#) [Click here to proceed to payment](#)

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- You will be redirected back to main page once submitted <https://pay.scripps.com>
- You will receive the receipt to the email address you identified (example below).

SCRIPPS MEDIA INC
312 WALNUT ST
CINCINNATI, OH 452052
United States

Payment Receipt

Account : 1001448058 - E W Scripps
Customer : 1001 - -
Invoice ID : KERO:1234567
Transaction Amount : 100.00
Paid On : 6/25/2024 2:52:17 PM

Payment Summary

Type	Last 4	PG Transaction ID	Transaction Amount	Return Description
Checking Account	6789	202011250363	100.00	Transaction successful.

FOR Credit Card Payments:

- Enter all information in the **“Payment Information”** section

Notes:

- *Name on Card, Card Number, Expiration Date, CVV, Email and Billing Address are all required fields.*
 - *It is best to hand key the data rather than auto-fill from your web browser and to tab between fields.*
- Once information is entered in the **“Payment Information”** section Click the **“Pay \$XX.XX”** button.

Payment Information

NAME ON CARD
- TYPE NAME HERE

CARD NUMBER
[Input Field] 

EXPIRATION DATE [Input Field] CVV [Input Field]

EMAIL
[Input Field]

BILLING ADDRESS
- TYPE ADDRESS HERE

CITY [Input Field] STATE [Dropdown] BILLING ZIP CODE [Input Field]

 SUBTOTAL \$5.00

To cover the cost of credit card acceptance, we pass on a 2.7% credit card fee. CREDIT CARD FEE \$-

This fee is not more than the cost of accepting these cards. There is no fee for debit cards. TOTAL \$-

PAY \$5.00

Secure payment powered by CardX
By making payment, you agree to the [terms and conditions](#).

Click the "Pay" 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 box, please check your Spam and Junk folders to allow the sender.

Scripps Media Receipt

Dear customer,

Thank you for your online payment.

Currency : USD
Paid On : June 24, 2024
Amount Due : \$100.00
Credit Card Fee : \$0.00
Total Transaction Amount : \$100.00
Invoice Number : WFTS: [Redacted]

Payment Summary

Card	Type	Transaction ID
6205	Visa	; 2051965744

**If you need further help or have any questions, please email:
customerservice@scripps.com
with "Help" in the subject line or call 1-844-679-5351.**