



CREDIT CARD PORTAL

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.

Give light and the people will find their own way

SCRIPPS

* = 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

Station *
Select Division .. Select Market .. Select Station ..

Account Executive
Account Executive

For Political Advertising or Cash in Advance payments, please add "POL" or "CIA" to the Order Details field Ex. "POL 12345-1"

Order Details *
Description – invoice/order 0.00 +

Total Amount * can only be zero if setting recurring payment for future date
\$0.00

Recurring Payment
 Select to schedule future payments

Click to proceed to Secure Page

If you have a question regarding credit card payments, please contact us at scrippsmmedia.cards@scripps.com or call 1-844-679-5351.

- 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)

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.

Order Details *

12345-1	1.00	-
Ad on TV	2.00	-
POL Ad on Radio	3.00	-
CIA 12345-1	4.00	+

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.

E.W. Scripps Payments

Review Your Order

Quantity	Item	Unit	Price
1	12345-1	\$1.00 USD	1.00
1	Ad on TV	\$2.00 USD	2.00
1	POL Ad on Radio	\$3.00 USD	3.00
1	CIA 12345-1	\$4.00 USD	4.00
		Total	USD 10.00

[<< Return to E.W. Scripps Payments](#)

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.

Pay With Your Credit Card

Cardholder Name

Credit Card Number

Expiry Date (MMYY)



Additional Notes

Email

A confirmation email will be sent to this address.

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.

Subject: Transaction Receipt

This is the receipt for your purchase at E.W. Scripps Payments.

Order Information

Quantity	Item	Unit	Price
1	12345-1	1.00 USD	1.00
1	Ad on TV	2.00 USD	2.00
1	POL Ad on Radio	3.00 USD	3.00
1	CIA 12345-1	4.00 USD	4.00
		Total	USD 10.00

This order is now complete. Transaction approved!

***** TRANSACTION RECORD *****
E.W. Scripps DEMO0085
312 Walnut St
Cincinnati, OH 45201
United States

TYPE: Purchase
ACCT: Visa \$ 10.00 USD

CARDHOLDER NAME : Alison Young
CARD NUMBER : #####1111
DATE/TIME : 27 Sep 15 20:38:45
REFERENCE # : 03 000145 T
AUTHOR. # : ET105017
TRANS. REF. : WCFO

Approved - Thank You 100
Please retain this copy for your records.

Cardholder will pay above amount to
card issuer pursuant to cardholder
agreement.

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

Select to schedule future payments

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

Order Details *

Description – invoice/order	0.00	+
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Total Amount * can only be zero if setting recurring payment for future date

\$0.00

Recurring Payment

Select to schedule future payments

Recurring Amount: *

Frequency

▼

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:
- “Additional Notes” – Documents when the recurring payment will begin

- “Subscription Terms and Conditions” – Documents the amount and frequency of the recurring payment


E.W. Scripps Payments

[« Return to E.W. Scripps Payments](#)

Your Credit Card Information

Cardholder Name

Credit Card Number **Expiry Date (MMYY)**



Additional Notes
 Recurring payments begin on 2015-09-30 and end on .

Email

 A confirmation email will be sent to this address.

Subscription Terms and Conditions
 My card will be charged \$100.00 USD: Monthly

- 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.

Subject: Transaction Receipt

This is the receipt for your purchase at E.W. Scripps Payments.

Order Information
 Total Amount: USD 0.00

This order is now complete. Transaction approved!

Your card will be charged \$100.00 USD: Monthly

Here is your receipt:

```

----- TRANSACTION RECORD -----
E.W. Scripps DEMO0085
312 Walnut St
Cincinnati, OH 45201
United States

TYPE: Pre-Authorization
ACCT: Visa                   $ 0.00 USD

CARDHOLDER NAME : Any One
CARD NUMBER      : #####1111
DATE/TIME        : 27 Sep 15 21:07:33
REFERENCE #      : 03 000146 T
AUTHOR. #        : ET118077
TRANS. REF.      : WNOX

Approved - Thank You 100
Please retain this copy for your records.

Cardholder will pay above amount to
card issuer pursuant to cardholder
agreement.
    
```

This is \$0.00 because the first payment started on a day in the future. If I had chosen the current day, the amount would have been on the receipt

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

Order Details *

12345-1 50.00 **+**

Total Amount * can only be zero if setting recurring payment for future date
\$50.00

Recurring Payment

Select to schedule future payments

Recurring Amount: *

100.00

Frequency

Monthly

Start Date: *

2015-09-30

Number of Payments: *

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- 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

E.W. Scripps Payments

Your Order Today

Quantity	Item	Unit	Price
1	12345-1	\$50.00 USD	50.00
		Total Today	USD 50.00

Your Subscription

Monthly	Monthly	100.00 USD	100.00
		Total Monthly	USD 100.00

[« Return to E.W. Scripps Payments](#)

- “Additional Notes” – Documents when the recurring payment will begin

- “Subscription Terms and Conditions” – Documents the amount and frequency of the recurring payment

E.W. Scripps Payments

[« Return to E.W. Scripps Payments](#)

Your Credit Card Information

Cardholder Name

Credit Card Number **Expiry Date (MMYY)**

Additional Notes
 Recurring payments begin on 2015-09-30 and end on .

Email

 A confirmation email will be sent to this address.

Subscription Terms and Conditions
 My card will be charged \$100.00 USD: Monthly

- 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.

Subject: Transaction Receipt

This is the receipt for your purchase at E.W. Scripps Payments.

Order Information

Quantity	Item	Unit	Price
1	12345-1	50.00 USD	50.00
		Total	USD 50.00

This order is now complete. Transaction approved!

Your card will be charged \$100.00 USD: Monthly

Here is your receipt:

```

***** TRANSACTION RECORD *****
E.W. Scripps DEMO0085
312 Walnut St
Cincinnati, OH 45201
United States

TYPE: Purchase
ACCT: Visa           $ 50.00 USD

CARDHOLDER NAME : Any One
CARD NUMBER      : #####1111
DATE/TIME        : 27 Sep 15 21:10:42
REFERENCE #      : 03 000147 T
AUTHOR. #        : ET114254
TRANS. REF.      : WNOX

Approved - Thank You 100
  
```

Please retain this copy for your records.

Cardholder will pay above amount to card issuer pursuant to cardholder agreement.

This is \$50.00 for the invoice I paid. Since the first payment started on a day in the future. If I had chosen the current day, the amount would have been on the receipt

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