



## 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.



\* = required

**Agency or Advertiser Name \*** ⓘ

**BILLING ADDRESS \*** ⓘ

**CONTACT INFORMATION \***

**Email Address \***

**Station \***

**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 \*** ⓘ

1.	Description, Invoice, Order	0.00
2.	Description, Invoice, Order	0.00
3.	Description, Invoice, Order	0.00
4.	Description, Invoice, Order	0.00
5.	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  
Note: your first payment will be made when you click the button 'Click to proceed to Secure Page'

[Click to proceed to Secure Page](#) [Enable Validation](#)

Please note: As of August 1, 2022, Scripps will apply a 2.7% surcharge to all payments made using a credit card. We will not accept prepaid cards. Scripps does not receive any portion of the surcharge fee. Thank You.

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

[Payment Help](#)

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

**Station \***

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

**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.

Order Details *		
12345-1	1.00	-
Ad on TV	2.00	-
POL Ad on Radio	3.00	-
CIA 12345-1	4.00	+
<b>Total Amount</b> 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 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.

Charge

Transaction Amount 1.00	Currency Code USD	Customer 1001 - -
Payment Method * <a href="#">Click here to proceed to payment</a>		Submit

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.



## Payment Information

NAME ON CARD  
- TYPE NAME HERE

CARD NUMBER

EXPIRATION DATE      CVV

EMAIL

BILLING ADDRESS  
- TYPE ADDRESS HERE

CITY                      STATE                      BILLING ZIP CODE



To cover the cost of credit card acceptance, we pass on a 2.7% credit card fee.

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

SUBTOTAL	\$1.00
CREDIT CARD FEE	\$--
<hr/>	
TOTAL	\$--

**PAY \$1.00**

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


You will see a green check mark indicating your transaction has processed successfully.

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



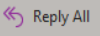






You will receive an email receipt like the one below from [no\\_reply@cardx.com](mailto:no_reply@cardx.com) to the email address you entered. If you do not receive the email in your inbox, please check your Spam and Junk folders to allow the sender.

Scripps Media Receipt

 no\_reply@cardx.com  
To ● Young, Alison

Retention Policy Scripps Email Retention Policy 24months (2 years) Expires 6/30/2024 Thu 6/30/2022 2:13 PM

  Reply  Reply All  Forward  

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

**Scripps Media Receipt**

Dear customer,

Thank you for your online payment.

Currency : USD  
Paid On : June 30, 2022  
Amount Due : \$5.00  
Credit Card Fee : \$0.00  
Total Transaction Amount : \$5.00  
Invoice Number : WCPO

**Payment Summary**

Card	Type	Transaction ID
2003	American Express	2022063018123513681

# 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

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

Order Details * 	
1. CIA 123456 July-Aug	0.00
2. Description, Invoice, Order	0.00
3. Description, Invoice, Order	0.00
4. Description, Invoice, Order	0.00
5. 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  
Note: your first payment will be made when you click the button 'Click to proceed to Secure Page'

**Recurring Amount: \***

**Frequency**

**Start Date: \***

**Number of Payments: \***

**NOTE:** Select advance date as your card will be charged immediately for the first payment.

Select "Click to proceed to Secure Page."

Charge

Transaction Amount 5.00	Currency Code USD	Customer 1001 - -
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Payment Method \*  
[Click here to proceed to payment](#)

Submit

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.

Payment Information

NAME ON CARD  
- TYPE NAME HERE


CARD NUMBER  


EXPIRATION DATE      CVV

EMAIL

BILLING ADDRESS  
- TYPE ADDRESS HERE

CITY      STATE      BILLING ZIP CODE

 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 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: [scrippsmedia.cards@scripps.com](mailto:scrippsmedia.cards@scripps.com) with "Help" in the subject line.