

Guest Checkout for Advertisers

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How to Make a Payment Through Guest Checkout

The "**Pay Without Login**" feature, like a guest checkout option, allows you to pay directly from the elnvoice email notification without having to log in to the PayNow Advertising Portal. You are also given the opportunity to pay outstanding past-due balances.

You will receive an elnvoice email notification. Click the "Review and Pay Invoice" button.

elnvoice #E106 due on 05/30/2023 from Cool Broadcasting - Boise				
Exchange Invoice Delivery Service <noreply@marketron.com></noreply@marketron.com>			← Reply ≪ Reply All → Forward	••••
10 Cool, Jessica Vou forwarded this message on \$(24/2023.7:56.4)4.			Wed 5/24/2023 //4	AM
	C G	OOL IADCASTING		
	Due Date 0	05/30/2023		
	\$87	5.00		
	Review and Download is	Pay Invoice nvoice PDF		
	Dear IDAHO PAINT, Your eleverice is reach to view			
	Thank you,			
	Cool Broadcasting - Boise			
	Bill To	IDAHO PAINT		
		123 West Main Street Boise ID 83702		
	Invoice Date	04/30/2023 E106		
	Traffic Invoice #	MCC-12304106		
	Station Description	NTCN-FM		
	Payment Terms			
	Invoice Amour	nt \$875.00		
	Balance Due	\$875.00		
	\$87	5.00		
	Review and	Pay Invoice		
Click the links above to directly view or download elnvoices. You can also log in to the Advertising Portal to	o view or download other elnvoices from stations	or groups you advertise with that use Marketron	services. If you dont't know your login information, click on "Forgot Username/Pasword" on the login page.	
Do not reply to this email. This message is an automated response. Please direct any questions or concer	ns in regard to your invoice to the above mention	ed station or help@marketron.com		
				_

After reviewing the invoice details, click the "Pay Without Login" button.

PayNow Advertising Portal	
	⊙ ③ 100% ✓ ð
COOL BROUDCASTING	IDAHO PANT Invest ACC-1304108 Rest To: Cord Broadwards Base Edentes Effet Cord Broadwards Base Effet Base Tri Cord Broadwards Base Effet Broad Effet Base Tri Cord Broadwards Base Effet Base Tri Cord Broadwards Base Effet
INVOICE E106 Convoit Due Date 0:00223 Invoice Manuel 5875:00 Creatis Anduistments 50:00 Invoice Balance 8875:00	BROADCASTING 10002 Dec 4000000 Total Dec 5875.00 Aret Face 4000000
ACCOUNT (PASTOR) Part Amount Dive 5530.00 Content Amount Dive 5675.00 Total Amount Dive 5675.00	LDAHO PANT LDAHO PANT 122 Weth Man Street PG # Immunol MacC 1234110 8 does, ID 83762 Agr Cole: IE Cole: W1073 Dame: Pant 153404 Cole: 1073 Bayer: Total Dae: \$875.00
Total Balance 85,030 00 00 00 00 00 00 00 00 00 00 00 00	Salestep: Jessica 400 THANK YOU FOR YOUR BUSINESS
Inner a real food service and a 2,800,00 mine account, Login for details. Pay Without Login Login to Manage Account	Station Type Ory Grass Total VTCV+FM Spots 5 8375.00 8375.00 Non-Spots 1 500.00 5800.00 Status 5807.50 \$8875.00
🛃 Download 🖨 Print	The undersigned station official warrants the actual broadcast information on this invoice was taken derectly from the program log by station in accordance with the attached invoice.





Note: If you want to pay individual invoices from a previous billing period or an amount different from the payment amount selections through guest checkout, you will need to click the "Login to Manage Account" button and pay from there.

Under **Payment Amount**, select one of the following options:

- Total amount due on your account: Pay off current and past-due invoices.
- Amount past due on your account only: Pay off only past-due balances.
- Amount due on the current invoice only: Pay only the current invoice amount.

Payn	ient Amount	
\bigcirc	\$6,280.00 Gilder Total <u>amount due</u> on your account.	
0	\$5,330.00 Amount <u>past due</u> on your account only	
۲	\$875.00 Amount due on the current invoice only	

Under **Payment Method**, choose whether you are going to pay with a credit card or bank account/ACH by selecting the appropriate tab. Then, fill in the credit card or bank account/ACH information, and click **"Continue."**

Payment Method			
First Name *		Last Name *	
Credit Card Number *			VISA
Expiration Date *03 / 2025	Security Code *	Ē	Postal/Zip Code *
	c	ontinue	
		Cancel	



This brings you to the payment review screen, where you can verify the information before authorizing the payment.

	Please Review Y	our Payment	
	Payment Method	Visa1111	
	Payment Date	5/24/2023	
	Payment Amount	\$875.00	
	Fee Amount	\$0.00	
	Total Payment	\$875.00	
	a secold and does not fave the event of	ant confirmation:	
Provide an Email wclark@	Jidahopaintdemo.com	ent commation.	Q
Provide an Email wclark@ Payments ma By clicking "A authorize Pay the payment	Jidahopaintdemo.com ade before 11:59pm MT will be cred withorize Payment", you agree to th Now to initiate an electronic paym method specified above. You also a	lited today. e PayNow terms and condition ant in the amount specified at uthorize your financial institu	s and bove usi tion to
Provide an Email Wclark@ Payments mi By clicking */ authorize Pay the payment honor this pa	ade before 11:59pm MT will be cred withorize Payment*, you agree to th yNow to initiate an electronic payme method specified above. You also a yment. Authorize Pa	ilted today. e <u>PayNow terms and condition</u> ant in the amount specified at huthorize your financial institu	and sove usi tion to

You can leave the default email address or enter the email address of a different recipient. A payment confirmation will be sent to the email address entered in the field. There can only be one recipient of the payment confirmation.

Click "Authorize Payment" once complete, and you will then receive a confirmation screen if the payment has been submitted successfully.







Detailed Information About Guest Checkout

eInvoice Email Notification

Below is an example of the elnvoice email notification from stations using the PayNow Merchant Processor.

CC BROAD	DCASTING
PAST DUE 06 \$254. Review and Pa Download Invo	/24/2014 15 y Invoice pDF
Dear Copp Media , Your elnvoice is ready to view. InvoiceEmailMessage#1 Thank you, Cool Broadcasting	
Вії То	Copp Media Services, Inc. Line1 Line2 Opelika AL 36801
Invoice Date einvoice # Traffic Invoice # Station Description	05/25/2014 557-35-1 557-00035-0001 VIC1-FM Est. 1313 Grene Vision Med/RI BOGO Radio 2014
Payment Terms Invoice Amount Credits/Adjustm	2014 NET 30 DAYS \$254.15
Balance Due \$3. Review and 1	\$3.33 33 Pay Invoice

- **Email subject line:** The subject line of the email (not shown) shows the elnvoice number, due date and broadcast company name.
- **Due date:** A due date is displayed on the elnvoice email notification. It is calculated by adding 30 days to the invoice date.
- Invoice amount: The email notification shows the original invoice amount.

Invoice details:

- Bill to: Advertiser/agency name and billing address
- Invoice Date: Date the invoice was created
- elnvoice #: Truncated version of the invoice number
- Traffic Invoice #: Full invoice number
- **Station(s):** Will reflect one or more stations on the elnvoice





- Description: Will be present in the email when available
- Payment Terms: Will display if payment terms have neem entered by the station
- Review and Pay Invoice: Two buttons are present in the email to proceed to payment processing.
- View Invoice: Launches invoice PDF
- Download Invoice: Downloads the invoice PDF

When you click the "**Review and Pay Invoice**" button, another page will launch that displays the invoice PDF, more invoice information and payment options.

•						- Co	+ ↔	1 of 1		Grene	Vision Gr	C B
	COL			20			No. of Control of Cont			Invoice:	557	-00035-0001-1
	NANCASTING					Re	mit To:			E-Invoice:		557-35-1-1
Dire	UADOAO IINO		DI	DADO	ACTIN	Ad Ad	dress-1	ig		Station:		VIC1-FM
			BI	IUAUL	6421IN	U Cit Ph	y, State Postal C one: Company F	Code Phone		El Code:		159953
		-				Fa	x: Company Fax	mail	Inv	oice Date:		5/25/2014
VOICE 557-35-1	UNPAID	1					an company -			stal Due:		\$254.15
ue Date	6/24/2014								A	mt Paid:		
	PDE 4 4 E											
Invoice Amount	\$254.15											
Credits/Adjustments	(\$250.82)						- 8< Detach a	ind return with payn	nent >8			
nvoice Balance	\$3.33		Con	n Media S	envices In	10		Co	on Media	G	rene Visio	n Group - Copp
			Line	1	61 11003, 11	ic.		PO #	pp Media		Invoice#:	557-00035-0001-
			Line	2				Agy Code:			El Code:	159953
CCOUNT	PAST DUE		Ope	lika, AL 36	6801			Est#:		ĺ.	Date:	5/25/2014
	\$004 007 70							Product:	See Detailed		Contract:	557-00035
ast Amount Due	\$231,807.70							Buyer:	Nichole Oxleychg	To	tal Due:	\$254.15
Current Amount Due	\$557.22		Payment Terms: NET	T 30 DAYS								
Total Amount Due	\$232,424.98		Salesrep: Pam M	iller		De	scription: Est. 1	313 Grene Vision M	ed/Rt BOGO Radio 20	014		
Jnapplied Credits	(\$130.34)											
Total Balance	\$232,294,64						INV	OICE SUMMAR	Y			
			Station	Туре	Qty	Gross	Agy Disc	Total				
on this account. Log	E balance of \$231,867.76 g <u>in</u> for details.		VIC1-FM	Spots	13	\$299.00	(\$44.85)	\$254.15				
Pav Wit	thout Login		VIC1-FM SPOT DETAILS				IN	IVOICE DETAIL				
			a. a. are true to	Lon			Tim	103		Qty	Rate	Total
			Date	Len							-	
Login to Ma	anage Account		Date	Len K	SCI/Tape#: G	SVG_18 All k	cations	Desc: Spot				
Login to Ma	anage Account		Mon 4/28/2014	30 10	SCI/Tape#: G 10:36AM 1	BVG_18 All k 12:35PM (ocations 03:21PM	Desc: Spot		3	\$23	.00 \$6

- Invoice: Displays details about the current elnvoice
 - o elnvoice number
 - Payment status icon: Reflects if the delivered invoice is paid, unpaid, partially paid or trade
 - **Due date:** A due date is displayed on the elnvoice email notification. It is calculated by adding 30 days to the invoice date.
 - Summary information:
 - Invoice amount
 - Past due amounts
 - Credit/adjustments applied to the invoice
 - Invoice balance
- Account: This section will show if there are any outstanding invoices that have not been paid.
 - o Past amount due: Displays the amount of any outstanding invoices that have not been paid
 - **Payment status icon:** Reflects if the delivered invoice is paid, unpaid or partially paid
 - o Current amount due: Shows amount of the invoice delivered
 - o Total amount due: Totals of past-due and current invoice to be paid
 - Unapplied credits: Shows any credits that have not been applied
 - **Total balance:** The balance on the invoice shows the original invoice amount, any credits/adjustments applied to the invoice and the remaining balance.







- **Pay Without Login:** Gives you the option to process a payment through the PayNow Merchant Processor without logging in to the Advertising Portal
- Log in to My Account: When selected, this option takes you to the Advertising Portal login page/PayNow/current invoice to be paid.
- Download: Downloads current eInvoice PDF
- **Print:** Prints the current elnvoice PDF

Payment Options

When you click the "Pay Without Login" button, another page will launch with the payment options.

		Payr	nent Amount				
CO 🏫	OL	۲	\$232,424.98 Total <u>amount due</u> or	n your account.			0
BROADC	ASTING	0	\$231,867.76 Amount <u>past due</u> or	n your account only			0
INVOICE 557-35-1	UNPAID	0	\$3.33 Amount due on the	current invoice only			
Due Date 6/24	/2014	Davis					
Credits/Adjustments (\$25	0.82)	Payr	nent ivietnod				
Invoice Balance \$3.3	3		Credit Card 🕅 🏛 Bar	nk/ACH			
4000UNT	PAST DUE	Credit ca	rd transactions are subject	t to a fee of \$7.00 plus 7%			
Rest Amount Due 822	067.76						
Current Amount Due \$55	7.22	First N	ame *		Last Name *		
Total Amount Due \$233	2.424.98						
Unapplied Credits (\$13	3.47)						
Total Balance \$233	2,291.51	- Credi	t Card Number *				
• There is a PAST DUE balar on this account. Login for	nce of \$231,867.76 details.	0000 0	0000 0000 0000			VISA	
		- Expira	ation Date *	Security Code *		Postal/Zip Code •	
Login to Manage	Account	MM	/ YYYY	CVV		4 - F	
+ Download	A Brint						

You have several options when processing a payment:

- Total amount due on your account: Pay off current and past-due invoices.
- Amount past due on your account only: Pay off only past-due balances.
- Amount due on the current invoice only: Pay only the current invoice amount.

Note: If the elnvoice is "Trade," there will not be an option to pay. You can only review, print or download the elnvoice.

- Payment methods:
 - **Credit Card:** You can process payments using cards accepted by the broadcast company, which are displayed. You key in the card information.

Note: Saved cards and bank information (tokenization) are available only if you are logged in to the PayNow Advertising Portal.

• **Bank/ACH:** You can process ACH using your bank information.





After you key in the required information, click the "**Continue**" button. A page will launch so you can review the payment before authorizing completion of the payment.

	Please Review Y	′our Payment
	Payment Method	Visa1111
	Payment Date	5/12/2023
	Payment Amount	\$232,424.98
	Fee Amount	\$8.00
	Total Payment	\$232,432.98
Payments may By clicking "Au authorize Payl the payment n	de before 11.59pm MT will be cre uthorize Payment", you agree to t Now to initiate an electronic paym rethod specified above. You also	fited today. Ine <u>PayNow terms and conditions</u> and ent in the amount specified above using authorize your financial institution to
Payments may By clicking "Au authorize Payl the payment n honor this pay	de before 11:59pm MT will be cre- uthorize Payment", you agree to ti Now to initiate an electronic paym nethod specified above. You also ment.	dited today. The <u>PayNow terms and conditions</u> and ent in the amount specified above using authorize your financial institution to
Payments main By clicking "An authorize Paying the payment in honor this pay	de before 11:59pm MT will be crea uthorize Payment", you agree to ti Now to initiate an electronic paym nethod specified above. You also ment. Authorize P.	dited today. The <u>PayNow terms and conditions</u> and ent in the amount specified above using authorize your financial institution to ayment

The page will display:

- Payment method
- Payment date
- Payment amount
- Fee amount (if applicable)
- Total payment
- Email address will default to the person who received the elnvoice notification email, but you can change the email address. A payment confirmation will be delivered to that email address. A payment confirmation will also be sent to the broadcast company.
- The "Authorize Payment" button will submit the payment.
- "Back to Payment Details" will take you back to the payment screen. Payment status icons will be updated appropriately when the invoice or past-due amounts are paid off.

You will observe an on-screen confirmation when the payment is complete.

Note: If you prefer to pay a partial amount, you must log in to the PayNow Advertising Portal and make the partial payment in PayNow.

If you have any questions or need additional assistance, please contact Marketron Support at <u>help@marketron.com</u>.

