

Processing Payments Through PayNow

There are various ways to make payments through the PayNow Advertising Portal. PayNow allows for pre-payments, credit card payments and ACH payments.*

***Note:** Not all merchants are set up with ACH or accept all forms of credit card payments.

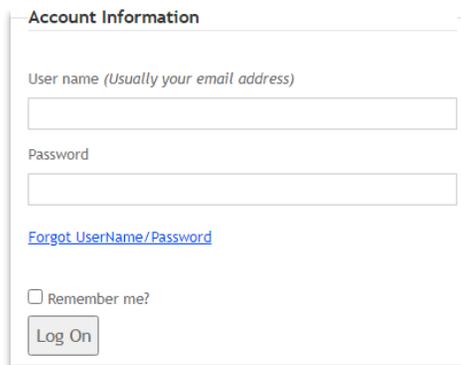
Processing a Payment

Instructions for the advertiser/agency:

Go to the PayNow Advertising Portal login page:

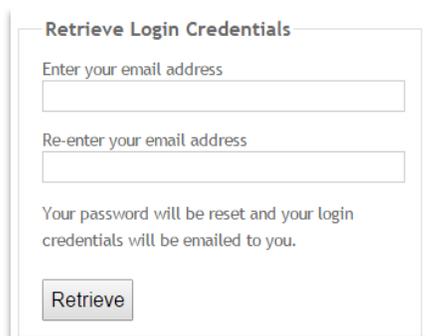
<https://advertisingportal.emarketron.com/Client/Account/LogOn>

Log in using your PayNow Advertising Portal credentials. (The username is usually your email address.)



The screenshot shows a login form titled "Account Information". It contains two input fields: "User name (Usually your email address)" and "Password". Below the password field is a blue link that says "Forgot UserName/Password". There is a checkbox labeled "Remember me?" and a "Log On" button at the bottom.

- If you do not know your login credentials, you can click the "[Forgot UserName/Password](#)" link.



The screenshot shows a form titled "Retrieve Login Credentials". It has two input fields: "Enter your email address" and "Re-enter your email address". Below these fields is a message: "Your password will be reset and your login credentials will be emailed to you." At the bottom is a "Retrieve" button.

- Enter and then re-enter the email address associated with the PayNow Advertising Portal account, and click the "**Retrieve**" button. An email with the username and password will be sent to that email address if that address is on a Marketron Exchange account. If you have problems logging in or have any questions, please contact help@marketron.com.

Click the **“PayNow”** button at the top of the screen.



Once on the **Make Payments** page, you can make a payment.

- **For Pre-Payments:** Click **“Pre Pay,”** and enter a memo (optional) and dollar amount. Click **“Continue.”**

Pre Payment

Pre Payment
Memo
Pre-payment for July billing

MARK-FM

MARK-AM

(USD) \$550.00

- **For Invoice Payments:** Select the invoice(s) you wish to pay, and click **“Pay Now.”** You can make full payment(s) or partial payment(s).

VIC1-FM	17-00112-0034	Adams Air Conditioning	\$1,200.00	1/25/2015	\$1,200.00	<input type="checkbox"/>
VIC1-FM	17-00112-0032	Adams Air Conditioning	\$225.00	1/25/2015	\$225.00	<input type="checkbox"/>
VIC1-FM	17-00112-0030	Adams Air Conditioning	\$275.00	1/25/2015	\$245.00	<input checked="" type="checkbox"/>

\$245.00

Enter the billing information, select the payment method, and click **“Next.”**

First Name *

Last Name *

Address Line 1 *

Address Line 2

City *

Country *

State/Province *

Postal Code *

* = Required fields

Please select a payment method.

Discover
 VISA
 MasterCard
 AMEX
 Other

After reviewing the payment details on the screen, click the checkbox to accept the terms of PayNow, and click **“Continue.”**

I accept the terms of PayNow Credit and Debit Card Payments

- For a credit card purchase, enter the card information.

- For an ACH/eCheck purchase, enter the bank information.

If you would like to save your credit card or bank information for future use with this merchant, select the **“Save This Payment Method”** checkbox, and enter a payment method name.

Click **“Complete.”**

Review the on-screen payment success confirmation.

Station	Invoice #	Advertiser Name	Amount
VIC1-FM	17-00112-0030	Adams Air Conditioning	245.00
Total Payment:			245.00

You and the station will receive emailed payment confirmations.

If you need help or have questions, please contact help@marketron.com.