

Create an Account (required to process payments for invoices)

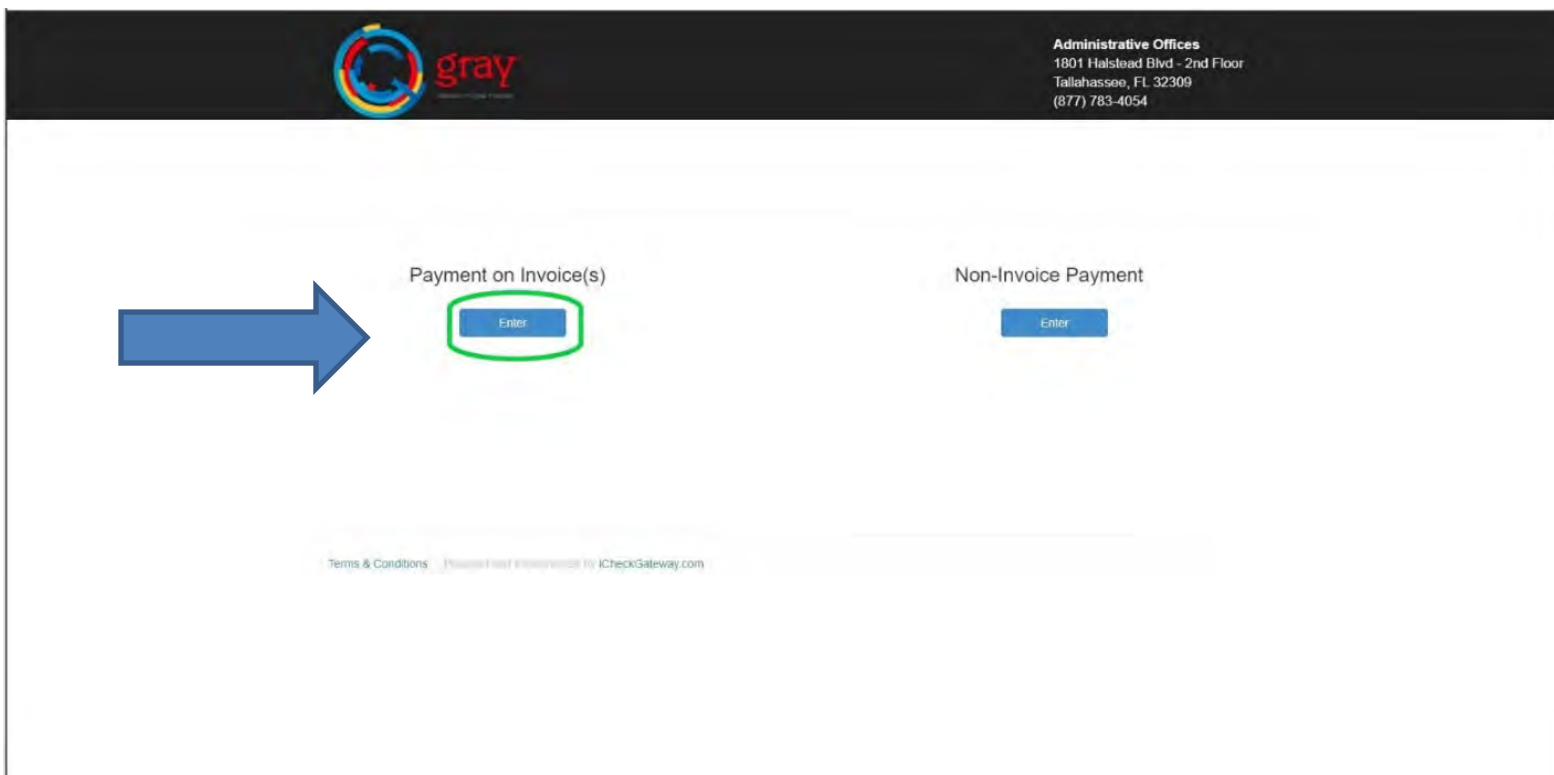
Navigate to the address of the new Gray Media payment portal at either of the following addresses:

<https://gray.tv/payments>

<https://portals.icheckgateway.com/gray/>

These instructions are to help a customer make an invoice related credit card payment, starting with creating an account on the portal and associating advertiser or agency number(s) with the account.

To create an account click on the **ENTER** button circled in green on the screenshot below:



To start click the red **REGISTER NOW** button on the right side of the page



Administrative Offices
1801 Halstead Blvd - 2nd Floor
Tallahassee, FL 32309
(877) 783-4054

Account Login

*Username **Required**

*Password **Required**

[Forgot Password](#)

Login

Create Your Account

Register your user account to manage your recurring advertising payments securely and easily.

Register Now



On the screen below you will enter the information for your account, some things to remember:

- **Each account will have the ability to save payment methods. (see 2- Processing Invoice Payment)**
- It is best practice for security that each user have their own account
 - ✓ If instead a “company account” is used all users that use that account will be able to use the saved credit cards to make payments.
 - ✓ The actual credit card information is masked but the stored credit card will be available to make payment.



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Create Your Account!

*Username **Required**

*Email Address

*First Name

*Last Name

- **USERNAME** – this is your login name
 - ✓ There is a maximum of 15 characters
- **EMAIL ADDRESS, FIRST NAME & LAST NAME**
 - ✓ The email address will be used to send an account verification email and, if needed, for password resets and account recovery. Once created, the email address can't be modified; the account has to be deleted and a new one created.
 - ✓ These fields will also be used to populate the transaction forms, but information can be changed on the forms as needed



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*Street Address

Address 2

*City

*State/Province

*Postal Code

*Office Phone Number

- **STREET ADDRESS, CITY, STATE/PROVINCE, POSTAL CODE AND OFFICE PHONE NUMBER**
 - ✓ All fields are required.
 - ✓ These fields will also be used to populate some forms but can be changed on the form as needed.
- **ADDRESS 2**
 - ✓ This is an optional field.



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*Office Phone Number

*New Password

Password Complexity - Minimum 8 characters

- Maximum 128 characters
- At Least 1 uppercase letter
- At Least 1 lowercase letter
- At Least 1 number
- At Least 1 special character
- Special Characters @\$!%'^*#?&

*Confirm Password

 I'm not a robot 
reCAPTCHA
Privacy - Terms

Create Account

Cancel

[Terms & Conditions](#) [Privacy Policy](#) [Help](#) [Feedback](#) [iCheckGateway.com](#)

- **PASSWORD & CONFIRM PASSWORD**

- ✓ Length – minimum of 8 characters – maximum 128 characters
- ✓ Must contain, at a minimum, one of each of the following
 - ✓ Uppercase letter, Lowercase letter, Number, and one of the following special characters
 - ! @ # \$ % ^ & ?

- **reCAPTCHA**

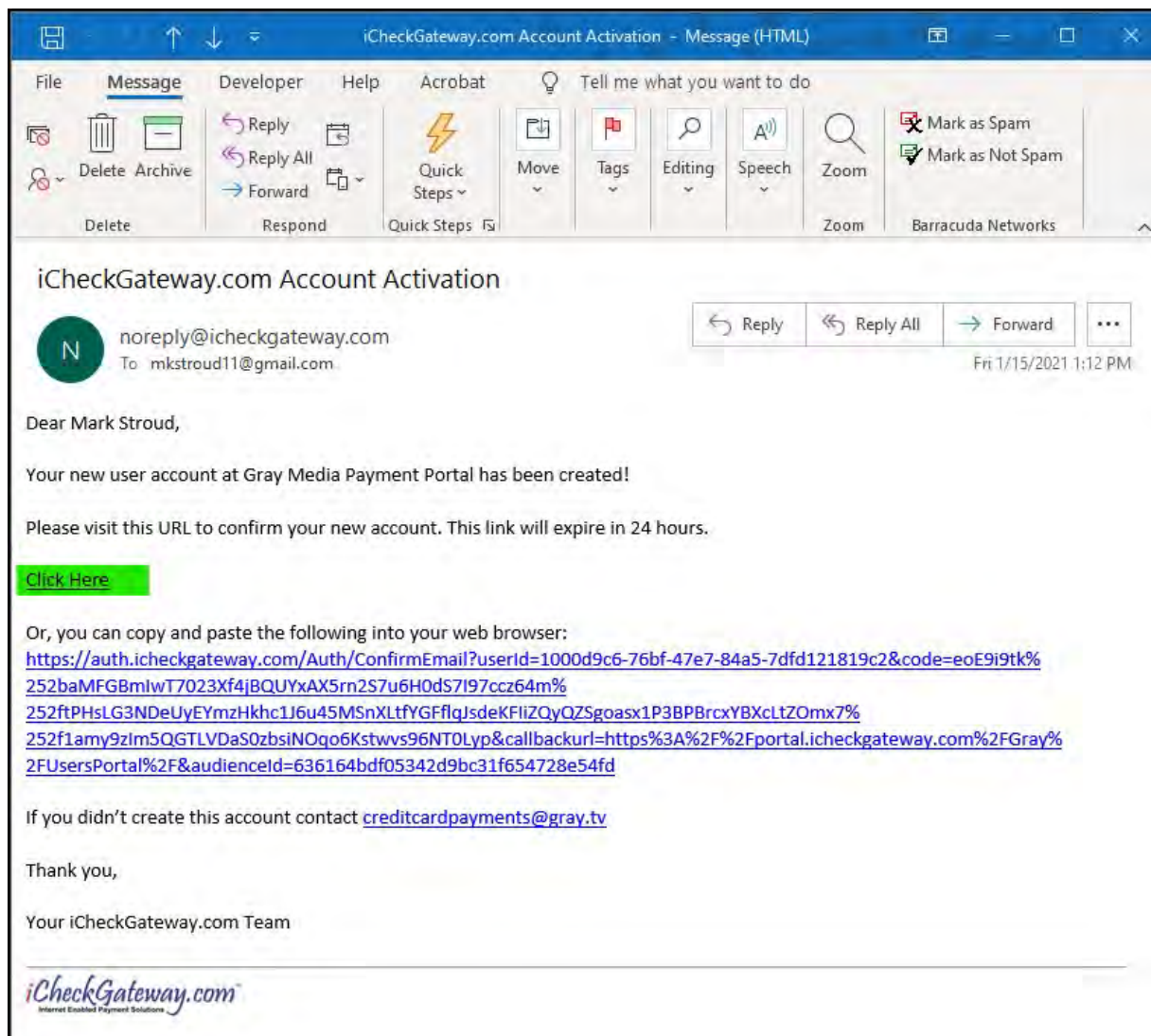
- ✓ Check the “I’m not a robot” box and then click **CREATE ACCOUNT** button.

The screen will change to confirm the account was created.




An account activation email will be sent to the email address that was entered on the **CREATE YOUR ACCOUNT** screen.

Click the link in the email (highlighted in green below).



You will navigate automatically to a validation screen and then automatically back to the pay an invoice page.

iCG Authorization Service



YOUR ACCOUNT HAS BEEN CONFIRMED SUCCESSFULLY

ACCOUNT CONFIRMED.
YOU WILL BE REDIRECTED IN 5 SECONDS...

Powered by iCheckGateway.com



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