

Processing a Non-Invoice Payment

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

<https://gray.tv/payments>

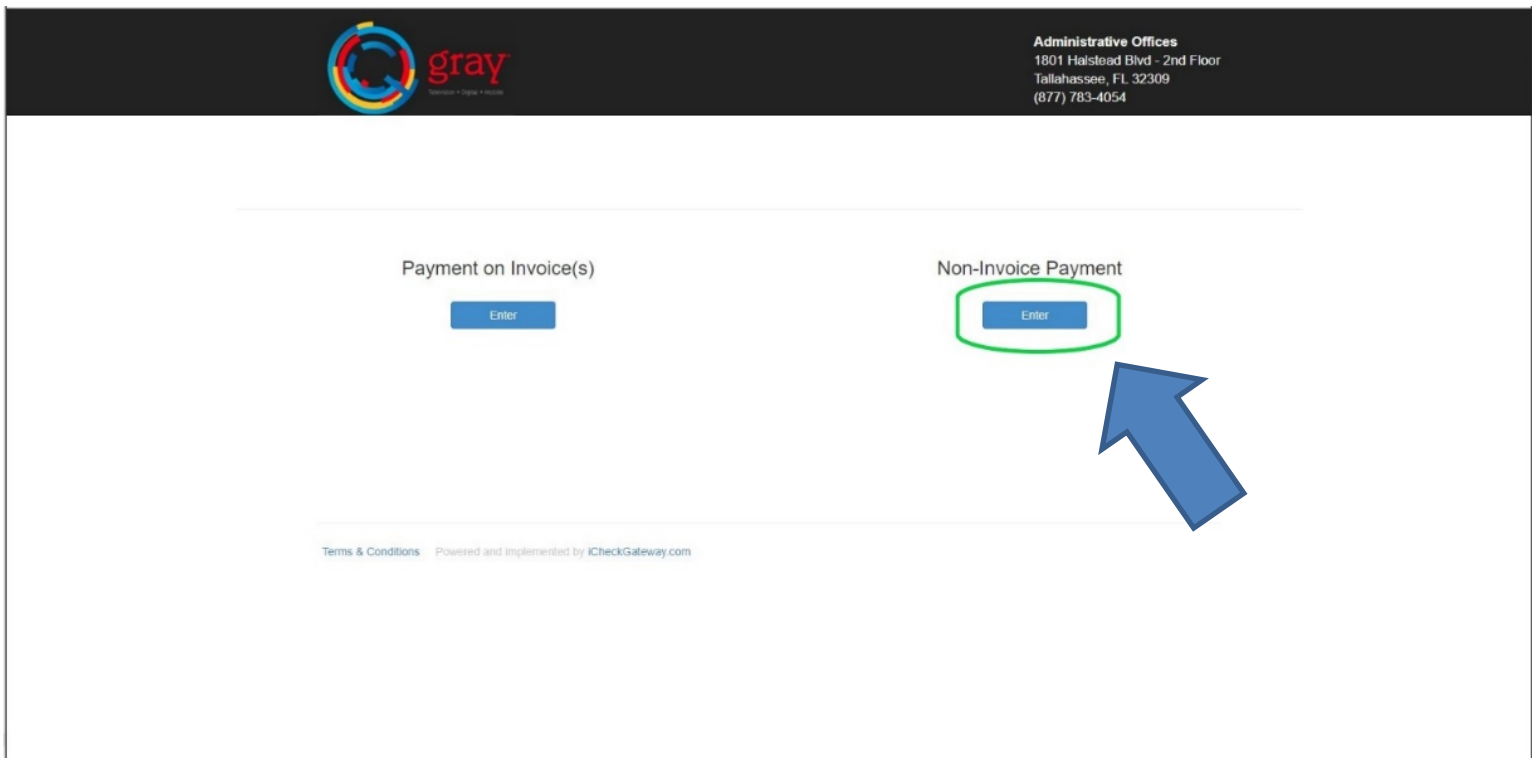
<https://portals.icheckgateway.com/gray/>

These instructions are to help a customer make a non-invoice related credit card payment.

To make a non-invoice payment the user will need the following:

- Station call letters for where the payment will be applied.
- Contract number or advertiser name
- Transaction contact information
- Credit card and credit card account information

With this information in hand please click the **ENTER** button circled in green and move to the non-invoice form.



Complete all fields on the non-invoice form. **NOTE: ALL fields must be filled in to process the payment.**



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

* Station:

* Contract Number / Advertiser Name:

* Total Paid:

* Contact:

* Contact Phone:

* Email:

* Confirm Email:

[Return to sign-on page](#)


Select payment type:

Card

* Select Card Type:	VISA <input type="text"/>	* Card Number:	<input type="text"/>
* First Name:	<input type="text"/>	* Security Validation Code:	<input type="text"/>
* Last Name:	<input type="text"/>	* Exp Date:	01 <input type="text"/> 2021 <input type="text"/>
* Billing Address:	<input type="text"/>		
* City:	<input type="text"/>	* State/Province:	<input type="text"/>
		* Postal Code:	<input type="text"/>
Comments/Notes:	<input type="text"/>		

I authorize GrayTV to charge the credit card indicated in this web form. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company, so long as the transaction corresponds to the terms indicated in this web form.

[Process Payment](#)

* Confirm you are human: I'm not a robot 

FILLING OUT THE FORM

* Station:	<input type="text"/>	Return to sign-on page
* Contract Number / Advertiser Name:	<input type="text"/>	
* Total Paid:	<input type="text"/>	
* Contact:	<input type="text"/>	
* Contact Phone:	<input type="text"/>	
* Email:	<input type="text"/>	
* Confirm Email:	<input type="text"/>	

1. In the **STATION** field begin entering the call letters associated with the payment.
 - a. As you type, a list of stations will be offered. When you see the station wanted you can either click on it or continue typing.
2. In the **CONTRACT NUMBER/ADVERTISER NAME** field
 - a. If you have a contract number, enter it.
 - b. If no contract number, then enter the advertiser's name
3. In the **TOTAL PAID** field
 - a. Enter the amount of the transaction. This is the amount that will be charged to the credit card.
4. In the **CONTACT** field
 - a. Enter the person to be contacted should there be questions about the transaction.
5. In the **CONTACT PHONE** field
 - a. Enter the best number to reach the contact by phone.
6. In the **EMAIL & CONFIRM EMAIL** fields
 - a. Enter an email address, this is where the transaction receipt will be sent.

FILLING OUT THE PAYMENT INFORMATION:

Select payment type:

Card

* Select Card Type:	VISA	* Card Number:	
* First Name:		* Security Validation Code:	
* Last Name:		* Exp Date:	01 2021
* Billing Address:			
* City:		* State/Province:	
		* Postal Code:	
Comments/Notes:			


1. Select the card type from the dropdown list
2. **FIRST NAME & LAST NAME** fields
 - a. This must match the first and last name on the card, it may be different than the contact name above. If the card being used does not have a first and last name listed (some corporate cards) contact the issuer for what should go in these fields. If the fields don't match what the issuer expects they may decline the transaction.
3. **BILLING ADDRESS, CITY, STATE/PROVINCE & POSTAL CODE** fields
 - a. These fields should have the information from the credit card account. If the fields don't match what the issuer expects they may decline the transaction.
4. **CARD NUMBER, SECURITY VALIDATION CODE AND EXP DATE FIELDS**
 - a. Enter each as they are listed on the card.
 - b. The **SECURITY VALIDATION CODE** is a 3-digit number on the back of a Visa, Master Card or Discover Card. For American Express it is the 4-digit code on the front of the card.
5. **COMMENTS/NOTES**
 - a. The comments and notes field should include instructions on how to process and post your payment.

I authorize GrayTV to charge the credit card indicated in this web form. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company, so long as the transaction corresponds to the terms indicated in this web form.

1

2

3

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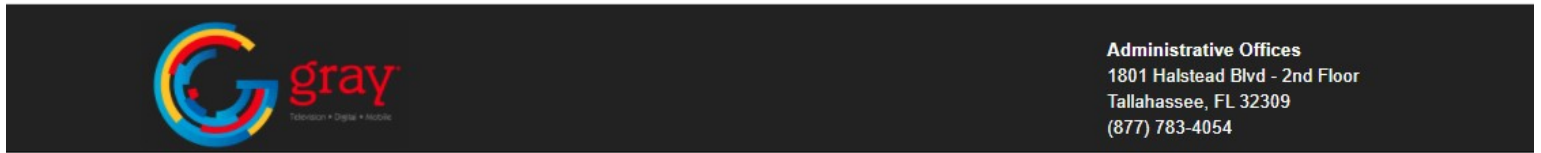
Process Payment

The final steps:

1. The fine print – place a checkmark in the box.
 - a. *"I authorize Gray Television to charge the credit card indicated in this web form. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company, so long as the transaction corresponds to the terms indicated in this web form."*
2. **reCAPTCHA**
 - a. Check the checkbox to prove this is not an automated payment.
3. **PROCESS PAYMENT**
 - a. Click **PROCESS PAYMENT** only once!

IF THE TRANSACTION SUCCESSFULLY PROCESSED:

1. The screen will change to the confirmation page similar to the one below.
 - a. Confirm the station and payment amount are correct.
 - b. To manually print a copy of the confirmation click on the blue button which will open the print window on your computer.



Gray TV
Prepaid Advertising Receipt:

Payment Processed Successfully.
A receipt will be sent to the email provided.

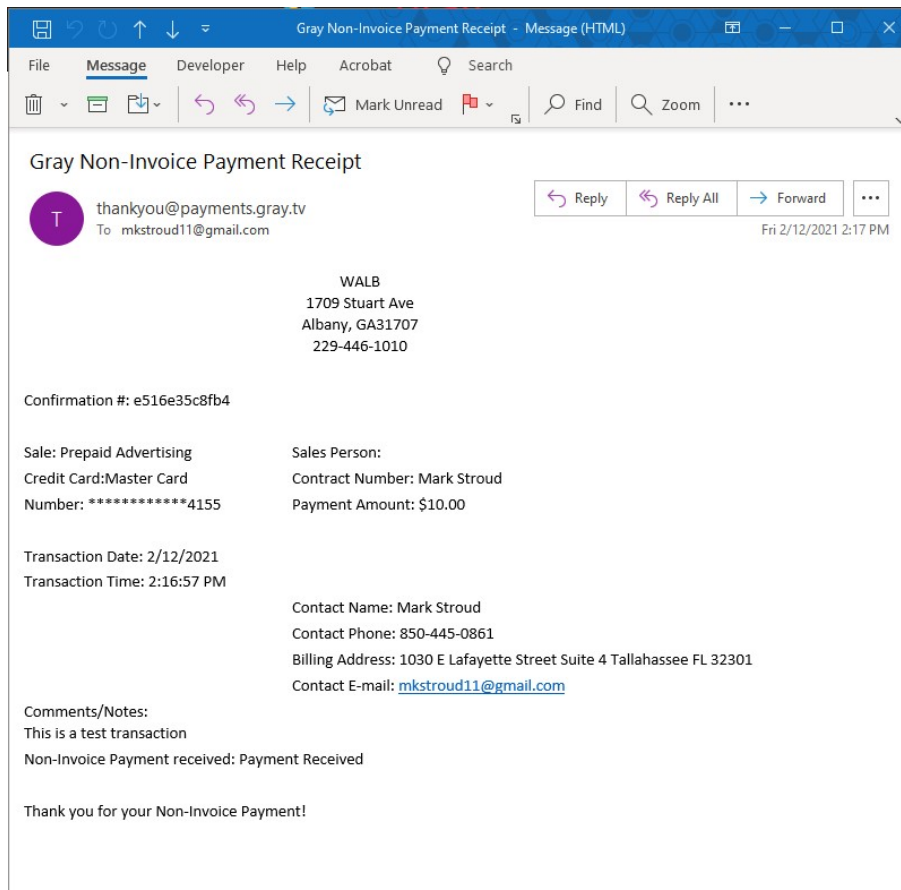
Return Home

Payment Date:	02/12/2021
Payment Amount:	\$10.00
Station:	WALB
Confirmation #:	e516e35c8fb4
Contract #:	Mark Stroud

Print/Download PDF Receipt

[Terms & Conditions](#) Powered by [iCheckGateway.com](#)

2. An emailed receipt will be sent to the email address entered earlier (see example below):



IF THE TRANSACTION DIDN'T SUCCESSFULLY PROCESS:

1. If the screen below is displayed, the credit card processor declined the transaction because the account information or the card information entered didn't match the information on file.
 - a. Look to the right of the green **PROCESS PAYMENT** button, if the card issuer returns more information it will be listed in red. If not it will only indicate that the transaction was declined.
 - b. Click the blue **OK** button.
 - c. Check the entered information, correct as needed and retry processing the transaction.
 1. If a card is declined twice it cannot be used on the site for 24 hours. **This is not a policy of Gray Television but a policy of the credit card processor and is for the customer's protection.**

portals.icheckgateway.com says
Your payment could not be processed, this may be because the card information is not correct. Please verify the card information entered or enter an alternate credit card's information. - Thank you

OK

Return to sign-on page

* Station: WALB

* Contract Number / Advertiser Name: Mark Stroud

* Total Paid: 10.00

* Contact: Mark Stroud

* Contact Phone: 850-445-0861

* Email: mkstroud11@gmail.com

* Confirm Email: mkstroud11@gmail.com

Select payment type:
Card

* Select Card Type: Master Card

* Card Number: 5291498231664155

* First Name: Mark

* Security Validation Code: 123

* Last Name: Stroud

* Exp Date: 09 2024

* Billing Address: 1030 E Lafayette Street Suite 4

* City: Tallahassee

* State/Province: FL

* Postal Code: 32301

Comments/Notes: This is a test transaction

I authorize GrayTV to charge the credit card indicated in this web form. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company, so long as the transaction corresponds to the terms indicated in this web form.

DECLINED. DECLINED

Process Payment

* Confirm you are human:

