TEGNA - Payment Portal - Quick Start Guide

Enrollment and Log On

1. Enroll at: https://xprspay.ipayxepay.net/xprspay/tegna/index.jsp
2. You will need your agency or advertiser ID# from your invoice.
3. After your initial enrollment, Log On with your User ID and password you used in your Enrollment.

View Invoices

1. From the main menu select **View & Pay Invoices.**
2. This screen will list all of your invoices on the portal. See below regarding information about Invoice Balances on this site.
3. Click on the Invoice Number to open the invoice as a PDF file.

Invoice List Filter Options

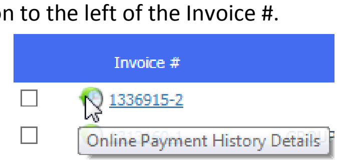
1. Use the filters at the top to narrow your results.
2. Choose one or more Filters and click **Execute Filter**.
3. Click **Clear Filter** and then **Execute Filter** to bring back the full list.
4. The invoice list is sorted from newest to oldest by Invoice Date.

Pay Invoices

1. From **View & Pay Invoices**, select a Payment Method from the drop down list (See **Payment Method Setup)** or select from the available options and save the method on the next page.
2. Select each invoice you want to pay by clicking the box, updating the amount to be paid and then clicking **Continue** at the bottom.
3. If you page through your invoice list, any selected invoices will continue to be listed on the next page.
4. From the confirmation page, verify the details, accept the **Terms & Conditions**, and then **Confirm** or **Cancel** to start over.
5. A detailed receipt is presented for you to print for your records and a confirmation of your payment is emailed.

View Payment History

1. From the **View & Pay Invoices** screen, click the **Online Payment History** button. All payments and refunds made through this payment portal will be listed.
2. To see only payment history made directly to a specific invoice, click the icon to the left of the Invoice #.

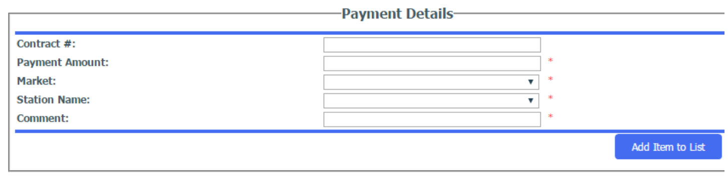


IMPORTANT – Invoice Balances

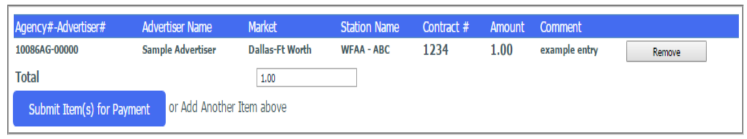
The invoice balances on this site only reflect payments made directly to an invoice through this online payment portal. Balances do not reflect pre-payments applied to an invoice later or any offline transactions (e.g. check payments or credit adjustments).

Cash-In-Advance Payments (non-invoice)

1. Click the **Cash in Advance Payment** button.
2. Select the agency and/or advertiser from the dropdown lists.
3. Indicate if this payment is related to a **Political** order.
4. Enter payment details, then click **Add Item to List**.



5. Repeat step 4 to add more items and **Remove** lines if needed.
6. After adding your payments, click **Submit Item(s) for Payment**



7. Next, select your **Payment Method** and click **Continue**.
8. Verify the information on the next page, accept the **Terms & Conditions** and then **Confirm** or **Cancel** to start over.
9. A detailed receipt is presented for you to print for your records and a confirmation of your payment is emailed.

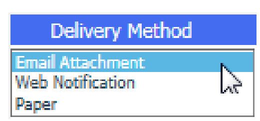
Payment Method Setup

It is a good idea to setup your Payment Methods immediately after you register. If these change they can be modified or deleted.

1. Click on **Manage Your Account** from the main menu, then click on **Manage Payment Methods.**
2. Click on **Add Method** under the payment type to be added.
3. Enter the required payment information including a name for the payment method and click **Save**.

Invoice Delivery Options

1. Go to **Invoice Delivery Options** under **Manage Your Account**.
2. Click the box of the account(s) to be changed and click **Modify**.
3. Select the **Delivery Method** preference from the drop down list.



4. Add up to five email addresses for email options.
5. Click **Save Preferences** when finished or **Back** to cancel.

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