

## Credit Card Process - Accounting

- All charges must be done by the client through the credit card portal.
- When client wishes to make a payment towards an invoice or as a prepay they will visit [www.linmedia.com/payments](http://www.linmedia.com/payments). The credit card portal website will appear.
- The client will fill in all required fields on the main page:
  - Check whether it is cash in advance or not
  - List the invoice number or the order number/flight dates (if cash in advance is checked)
  - Select the advertising station that correlates with the invoice/order number
  - List the amount to be paid
  - Click "Next"
- Once the client clicks "Next" it will take them to a confirmation page to make sure all the information entered is correct. If correct, they should click "Next" again.
- From there the client will enter all credit card information. If the client wants a receipt they *must* provide their e-mail address on the credit card information screen.
- Once the credit card information is entered click on "Pay Now". The card will then be charged the amount provided and a receipt will be sent to the client via their e-mail address if provided.
- Immediately after the charge is made a copy of a receipt will be sent to the designated CreditCardPayments folder.

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