

# Electronic Invoicing

Agencies, local businesses, *anyone* can now receive and pay their invoices electronically. All you need is an account!

## Electronic Invoicing in 3 Easy Steps:

### 1. Create your account.\*

Go to the Advertising Portal: <https://advertisingportal.emarketron.com> Click on the Request Account link and provide us with basic information. You will then be emailed your electronic ID and your Advertising Portal login.

### 2. Share your electronic ID with the station.

Contact the station and provide them with the electronic ID you have been assigned.

### 3. Review and pay your invoices.\*\*

Start receiving electronic invoices **via email, ftp or agency systems**. Review, download **and pay**.

\* If you already have an electronic ID but have forgotten your login credentials, and wish to view or download your electronic invoices via the Advertising Portal, email [eirequest@marketron.com](mailto:eirequest@marketron.com). Be sure to include your name, email address and electronic ID.

\*\* Electronic payment requires a station's subscription to PayNow.

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