Enrollment

1. Go to https://xprspay.ipayxepay.net/xprspay/sinclair/index.jsp From the main screen, click "Enroll"
2. On the Enrollment form, enter your Authentication information.
3. Enter your Contact Information.
4. Enter your Profile information.
5. Enter your Delivery Preference Information.
6. Read and Accept the "Terms and Conditions".
7. Review your registration information.
8. Click the "Register" button.
9. Reply to the Enrollment email within 24 hours to activate your account.

Logging On

1. From the Main page, select "Sign On."
2. Enter your User ID (email address) and password from Enrollment and click on the "Submit" button
3. Upon successful sign on you will be logged into the application.
4. Select at least one available account and click the "Continue" button.
5. The Billing Summary will be displayed.

View Invoices

1. From the Billing Summary, click on the link of the invoice number to be viewed.
2. The Invoice will be displayed in PDF format and may be printed, downloaded, or emailed.

View Payment History

1. From the Billing Summary you can view your payment history in one of two ways. Click on the "Transaction History" link to view history on the current open invoices.
2. The other option for viewing payment history is to click on the "History" button to view history of previously paid in full invoices.

Setup Payment Accounts

It is a good idea to setup your payment accounts immediately after you register. If these accounts change they can easily be modified. New accounts can be added and old accounts can be deleted.

1. Click on "Billing" then click on "Payment Accounts".
2. Click on the "Add Account" link for the account type to be added. (Credit Card or eCheck/ACH)
3. Enter the required Payment Information.
4. Click on the "Continue" button.

Make a Payment

1. From the Billing Summary, select an account type
2. From the "Pay from Account" drop down list.
3. Click the box of the invoice(s) to be paid.
4. If the payment date is different than shown, select a Payment Date using the calendar date function.
5. If the amount to be paid is different than shown, enter the amount to be paid.
6. Click the "Continue" button.
7. If the amount paid is less than the invoice amount, select the reason from the Short Pay Reason drop down list. Click the "Save" button, then click the "Continue" button.
8. If the "Pay from Account" is not on file, enter the Credit Card or eCheck/ACH account information, then click the "Continue" button.
9. Verify the payment information on the confirmation page.
10. Read and then click the box to accept the "Portal Terms & Conditions."
11. Click the "Confirm Payment" button.
12. A Receipt is then presented.

Modify Delivery Options

1. Click on "Billing" then click on "Delivery Options".
2. Click the box of the Customer(s) to be changed.
3. Click on the "Modify" button.
4. Select the Delivery Method preference from the drop-down list.
5. All Delivery Preferences require a Primary Delivery Address. After an address is entered, an e-mail is sent to the delivery address. A reply must be received within one day or the delivery address is reset to its previous condition.
6. Courtesy Copies may be sent to other email address. Click on the "Add" link.
7. Enter a courtesy copy email address and click on "Add CC Address." Repeat this step until all courtesy copy addresses have been added.
8. Addresses may be deleted by clicking on the "Remove" link of the address to be deleted.
9. Click "Save Changes" after all carbon copy addresses have been added or removed.
10. When all preference changes have been made, click on "Save Preferences" to complete the changes.

Profile

By clicking on "Profile" you will be able to:

1. Edit your user profile (change your name, and phone number(s) by clicking "Edit Info" below.
2. Change your password.
3. Click the "Save Changes" button.

Administration

By clicking on "Administration" then "User Management you will be able to:

1. Add new Users to your Profile
2. Assign User Permissions
3. View and Edit User information (change the name and phone numbers)
4. Deactivate/Reactivate Users
5. Grant or remove User access to specific accounts

Sinclair Broadcast Gro has a New Online Invo Delivery & Payment Portal

QUICK STAR GUIDE

Viewing and Payi

INVOICES ON-LI

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For Support contact us at

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