

Cox Media Credit Card Payments

Cox Media accepts credit card payments utilizing VISA, MasterCard, Discover, or American Express. This online payment portal is only recommended for clients paying less than 50 invoices at a time. Agents cannot take credit card payments over the phone.

To make a credit card payment, you will need your Agency/Client ID and billing zip code for validation.

For efficient processing, please have your Invoice ID or Contract ID available. These can both be found on your Invoice.

Search and Select

- Search for unpaid invoices with invoice #, contract ID, or by billing period
- Select invoices/contracts to be added to the list for payment

Pay and Confirm

- Enter amount to be paid on each line item
- Complete email and credit card info before submitting

Bulk Invoice/Prepay

- Paying >50 invoices add a line with Bulk Pymt/Prepay and total amount
- To prepay for orders, add a line with Bulk Pymt/Prepay and total amount
- Email remittance to CFC_AR@cox.com

The screenshot shows the 'Cox Media Client Name' payment portal. A blue arrow labeled 'Search' points to the search input field. A purple arrow labeled 'Enter Amount' points to the 'Amount' column in the invoice table. A black arrow labeled 'Bulk Payment/Prepay' points to the 'Add Bulk Payment' button.

Cox Media Client Name
Fill out the information below

Invoice ID / Contract ID / Bill Period (MM/YYYY):
CON-5

Invoice ID	Contract ID	Company Name	Balance Due	Amount	Status
3024010R-INV	CON-5	Dragon Army Enterprises, LLC	\$999,999.99	\$100,000.00	- Split Remove
3024010R-INV	CON-5	Dragon Army Enterprises, LLC	\$999,999.99	\$100,000.00	- Split Remove
30240110-INV	CON-5	Dragon Army Enterprises, LLC	\$999,999.99	\$100,000.00	- Split Remove
30240111-INV	CON-5	Dragon Army Enterprises, LLC	\$999,999.99	\$100,000.00	- Split Remove

Email Address (used to send Payment confirmation):
josh.allen@buffalobills.com

Cardholder Name:
Josh Allen

Card Number:
4147-0000-0000-0000

Exp Date:
08/25

CVV:
716

Country:
United States

Postal Code:
14221

Questions? Check out our list of FAQs. For additional assistance, contact us at CFC_AR@cox.com or call +1 877-695-3338.

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Credit Card Portal Instructions

Validate – To make a credit card payment you will need your Agency/Client ID and your billing zip code for validation. The Client ID can be found on the righthand side of the invoice. The Agency ID can be provided by one of our Accounts Receivable team members by emailing CFC_AR@cox.com or calling +1 877-695-3338.

Search – Once validated you will be able to search unpaid invoices by invoice number, contract ID, or by invoice bill period associated to your account.

Select – You will then select invoices/contracts to be added to the list to be paid. Up to 25 invoices/contracts can be selected at one time.

Pay – Selected invoices/contracts will show a 'Balance Due' and an 'Amount' field to be completed per invoice/contract to be paid.

- Enter the amount to be paid on each line item
- Enter the email address and credit card information before hitting submit

Confirmation – All invoices/contracts paid will have a confirmation code in the status column once complete. You will receive email confirmations at the email address submitted.

Additional Invoices – If you need to pay more than 25 invoices/orders, click 'Remove' on all previously processed and confirmed payments. Then you will be able to query and select additional invoices/contracts to be paid.

Prepayment – To prepay when validated with Client ID and billing zip code, utilize the 'Add Bulk Payment/Prepay' to add lines and enter an amount for prepayment. Email CFC_AR@cox.com with remittance information.

Bulk Invoice Payment – To enter a bulk payment when validated with Client ID and billing zip code. If paying more than 50 invoices it is recommended to choose 'Add Bulk Payment/Prepay', enter the total amount of all invoices to be paid, and email CFC_AR@cox.com with remittance information.

Close – Once all payments have been completed click 'Close' to close your payment session.