



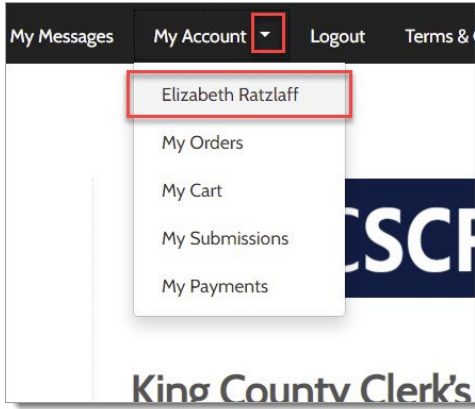
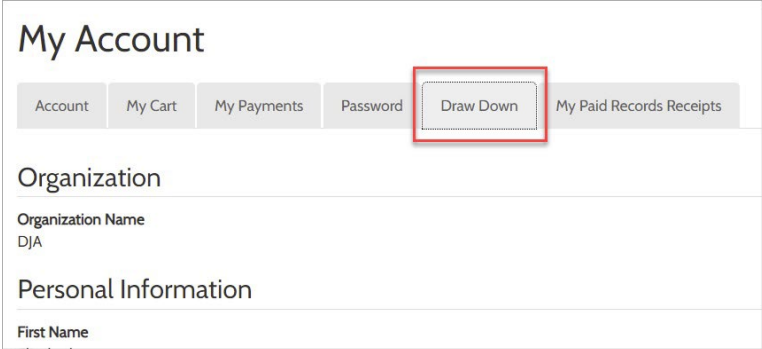
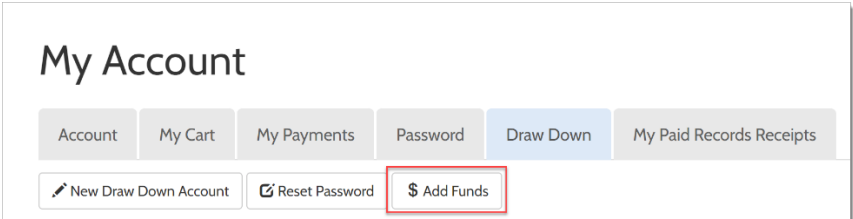
# KC SCRIPT PORTAL QUICK START GUIDE: FUNDING A DRAW DOWN ACCOUNT

This quick start guide will show you how to add funds, check your balance, and view previous payments for your organization's draw down account.

Note: To do this, you must be logged in to your Portal account.

## ADDING FUNDS TO A DRAW DOWN ACCOUNT

⚠ Only the person who created the account can add funds to it.

<p>1. Click on the drop down arrow for <b>My Account</b> in the top navigation menu, then click on <b>your name</b>.</p>	
<p>2. Click on the <b>Draw Down</b> tab.</p>	
<p>3. Click the <b>Add Funds</b> button.</p>	

4. Enter your **Draw Down Account Code**.

Note: This code must begin with "D\_".

### Add Funds To Draw Down Account

Enter draw down account code, password for security and a amount below to add fund to the account.

Draw Down Account Code \*

D\_DavidDemo

Enter the draw down account code you want to reset password, please do not remove the prefix if already show in the text field

5. Enter your **Draw Down Account Password**.

Draw Down Account Password \*

Enter your draw down account password

6. Enter the **Amount** of money you want to add.

Amount (\$) \*

Enter the amount you would like to add to your draw down account. Do not use commas or dollar signs (i.e.: 500.00)

7. Click the green **Add Funds** button.

Back + Add Funds

8. Enter your **payment information** and complete the checkout process.

Step 1: Select Payments Step 2: Review and Submit Step 3: Confirmation and Receipt

#### Step 1: Select Payments

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for acc  
Note: \* indicates a required field.

##### My Bills

Description

[+] Records and Research Requests payment of \$515.00 on Account Number DD-LXIZWQBMWQOFKJGVX

##### Cardholder Information

First Name: \*

Last Name: \*

Address Line 1: \*

Address Line 2:

City: \*

Country: \*

State: \*

Zip Code: \*

Phone Number: \*

Email Address: \*

##### Payment Information

Payment Method: \*

Credit or Debit Card

Card Number: \*

9. If your payment is successful, you will see a green approval message.

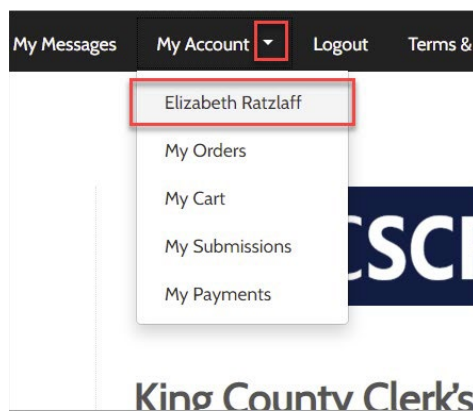
### Draw Down

- Thank You For Your Payment.
- You payment has been approved, the authorization code is 6296026.

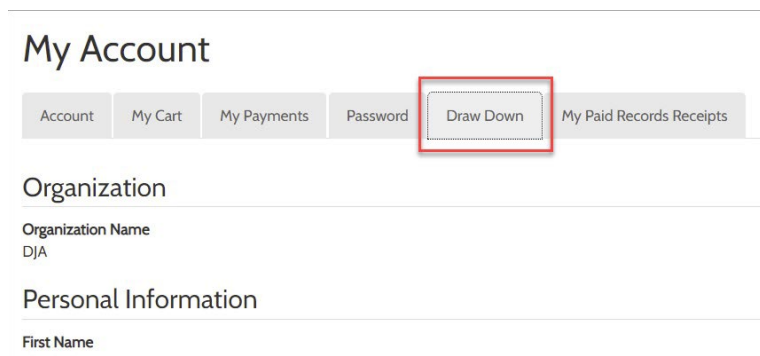
[New Draw Down Account](#) [Reset Password](#) [Add Funds](#)

## CHECKING YOUR DRAW DOWN ACCOUNT BALANCE

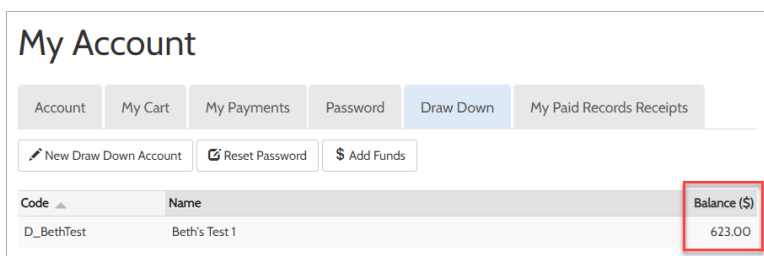
1. Click on the drop down arrow for **My Account** in the top navigation menu, then click on **your name**.



2. Click on the **Draw Down** tab.

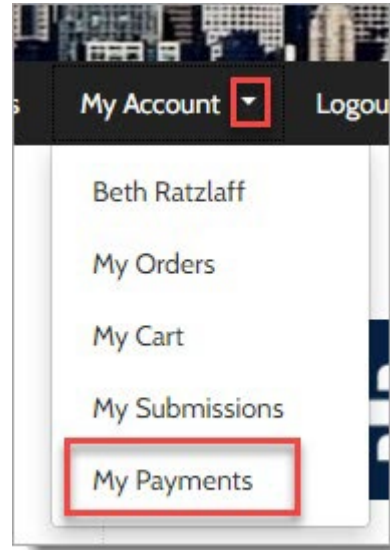


3. Your balance will appear in the righthand column.



# VIEWING PREVIOUS PAYMENTS

1. Click on the drop down arrow for **My Account** in the top navigation menu, then click on **My Payments**.



2. Your payments, including funds added to your draw down account, will appear.

