



KC 文本入口網站快速入門指南： 建立支取帳戶

此快速入門指南將說明如何為貴機構在 KC 文本入口網站建立新的支取帳戶。

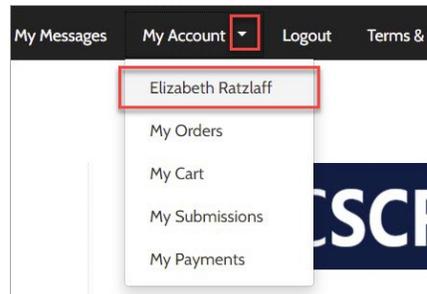
附註：為此，您須登入入口網站帳戶。

1. 聯絡 Clerk's Office，電話為 206-477-0812，或發送電子郵件至 kcch.djaaccounting@kingcounty.gov。

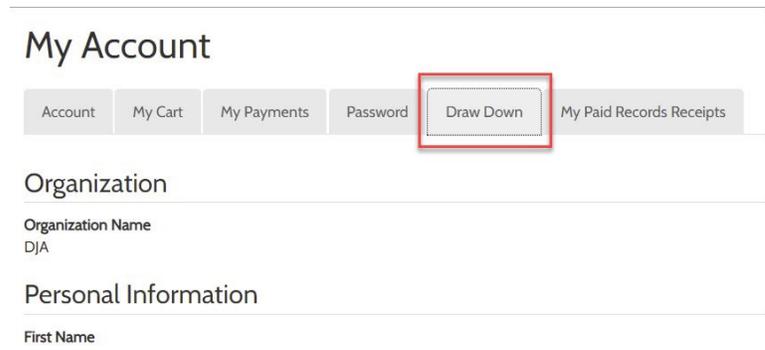
有關人員會向您提供要在建立帳戶時輸入的「Draw Down Account Code」（支取帳戶代碼）。



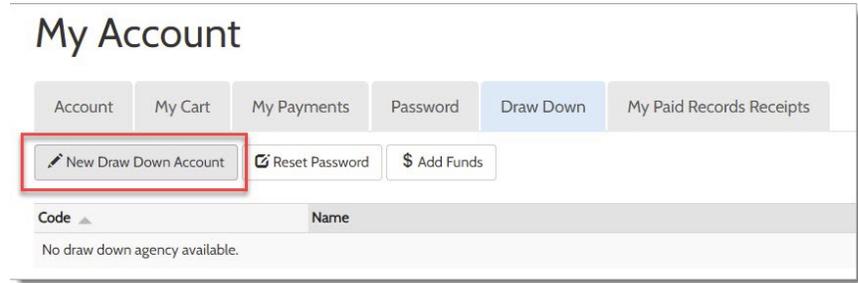
2. 點擊頂部導覽選單內「My Account」（我的帳戶）下拉箭頭按鈕，然後點擊「your name」（您的姓名）。



3. 點擊「Draw Down」（支取）標籤。



4. 點擊「New Draw Down Account」(新支取帳戶) 按鍵。



The screenshot shows the 'My Account' page with several tabs: Account, My Cart, My Payments, Password, Draw Down, and My Paid Records Receipts. The 'Draw Down' tab is active. Below the tabs, there are three buttons: 'New Draw Down Account' (highlighted with a red box), 'Reset Password', and 'Add Funds'. Below the buttons, there are two input fields labeled 'Code' and 'Name'. A message below the fields reads: 'No draw down agency available.'

5. 輸入「New Draw Down Account Code」(新支取帳戶代碼)。

附註：您可任意設定該代碼，但須以「D_」開頭。

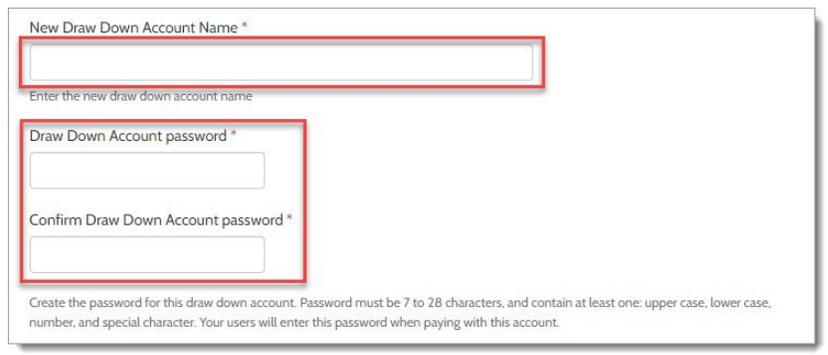
這就像一個用戶名，每次用戶使用該支取帳戶來付款時都要輸入。



The screenshot shows the 'Create Draw Down Account' form. The 'New Draw Down Account Code *' field is highlighted with a red box and contains the text 'D_'. Below the field, there is a note: 'Enter the new draw down account code, please do not remove the prefix if already show in the text field'.

6. 輸入「New Draw Down Account Name」(新支取帳戶名稱)，並設定「Draw Down Account Password」(支取帳戶密碼)。

附註：任何使用該支取帳戶來付款的人均可使用您在此處輸入的密碼。



The screenshot shows the 'Create Draw Down Account' form. The 'New Draw Down Account Name *' field is highlighted with a red box. Below it, there is a note: 'Enter the new draw down account name'. The 'Draw Down Account password *' field is also highlighted with a red box. Below it, there is a note: 'Confirm Draw Down Account password *'. At the bottom, there is a note: 'Create the password for this draw down account. Password must be 7 to 28 characters, and contain at least one: upper case, lower case, number, and special character. Your users will enter this password when paying with this account.'

7. 輸入您在第 1 步中從 Clerk's Office 收到的「Draw Down Account Activation Code」(支取帳戶啟用代碼)。



The screenshot shows the 'Create Draw Down Account' form. The 'Draw Down Account Activation Code *' field is highlighted with a red box. Below the field, there is a note: 'Enter the Draw Down Account Activation Code that you received from the Clerk's office'.

8. 填寫您的資訊的其餘內容，包括受款人姓名、地址及聯絡資訊。

附註：如退還支取帳戶的餘額，則會使用受款人姓名。

Payee Name

Enter the name that should appear on a check if the account is refunded.

First Name *

Middle Name

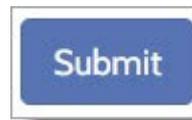
Last Name *

Address *

Address 2

City *

9. 點擊「Submit」（提交）按鍵，以完成設定流程。



10. 在建立支取帳戶後，您會在頁面頂部看到綠色的成功訊息。

Create Draw Down Account

New draw down account created successfully, Beth's Test 1 (D_BethTest)