

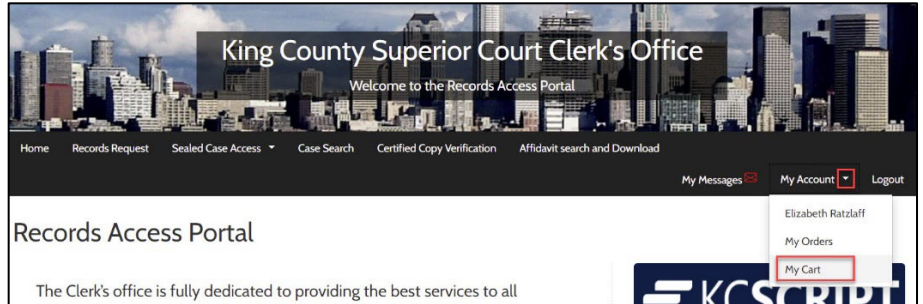


KC SCRIPT PORTAL 快速入门指南： 购买

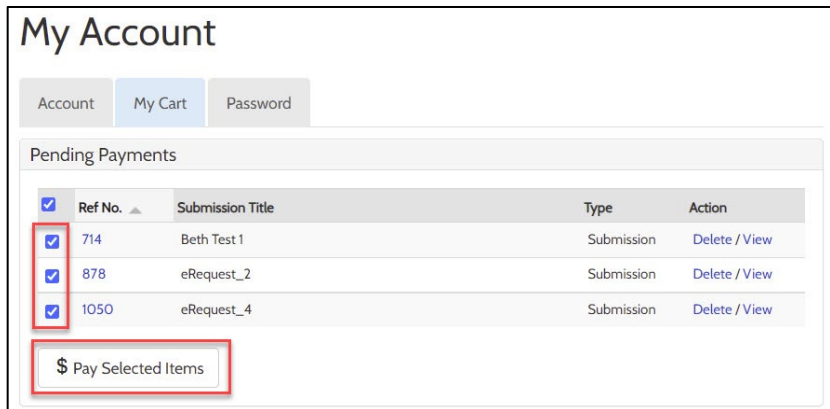
本快速入门指南将为您展示如何在购物车中查找商品，并进行付款。

注意：您必须先登录门户账户才能进行操作。

1. 如果您尚未进入购物车，请先将商品添加到您的购物车，然后再点击“My Account”（我的账户）旁的下拉箭头。点击“My Cart”（我的购物车）。

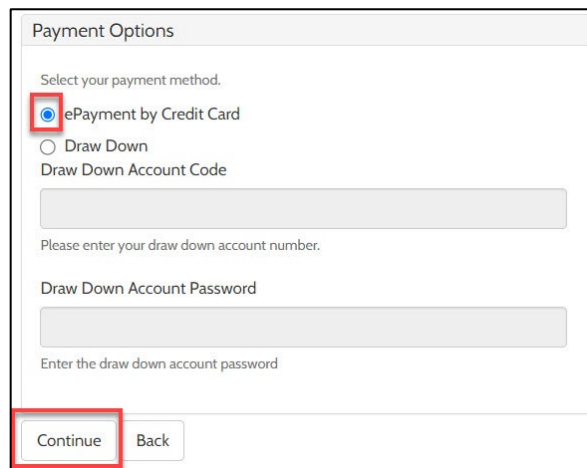


2. 点击复选框以选择商品，然后点击“\$ 结算”（\$ Pay Selected Items）按钮。



3. 选择付款方式。点击“继续”（Continue）按钮。

注意：选择使用“Draw Down”（提款）账户的组织可以查看[本快速入门指南](#)，了解有关该付款方式的说明。



4. 查看您的购物车详情，然后单击“下一步”（Next）按钮。

1 Review — 2 Payment — 3 Submit

Please review your cart

TYPE	ACCOUNT NUMBER	AMOUNT
Records and Research Requests	532	\$32.50

BACK NEXT

5. 选择您将使用的付款方式：信用卡、借记卡或电子支票。

Choose your preferred method of payment

Credit or Debit Card \$2.49 service fee

Electronic Check \$1.00 service fee

6. 输入您的付款详情。单击“下一步”（Next）按钮。

NEXT

7. 审查您的付款详情。

Review your payment details

Please review the details of the items you have selected to pay, along with the fees associated with using this service. When you are ready to submit your payment, please review and accept the Terms and Conditions, and click Submit to send your payment for authorization.

CUSTOMER INFO
Beth Ratzlaff
1000 1st Ave S
Seattle, WA 98104
509-475-1234

PAYMENT METHOD
**** * 1111

TYPE	ACCOUNT NUMBER	AMOUNT
Records and Research Requests	532	\$32.50
Subtotal		\$32.50
Convenience Fee		\$2.49
Total:		\$34.99

8. 点击复选框以同意《条款和条件》，然后点击“提交”（Submit）按钮。

I agree to the [Terms and Conditions](#)

BACK SUBMIT

9. 当您的订单准备就绪后，您将收到通知。点击“My Messages”（我的消息）即可查看。

