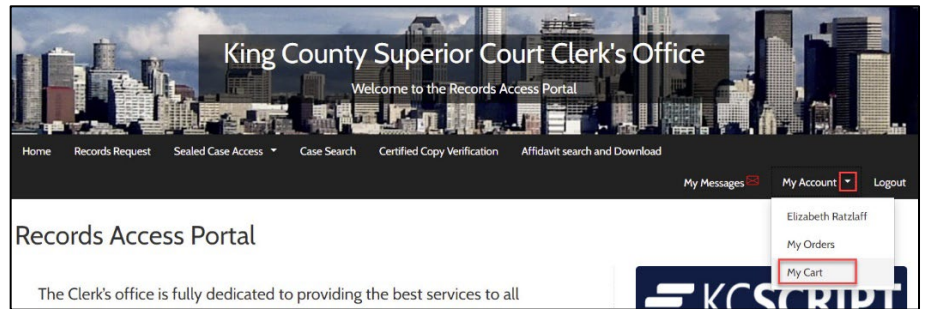# KC SCRIPT PORTAL QUICK START GUIDE: MAKING A PURCHASE
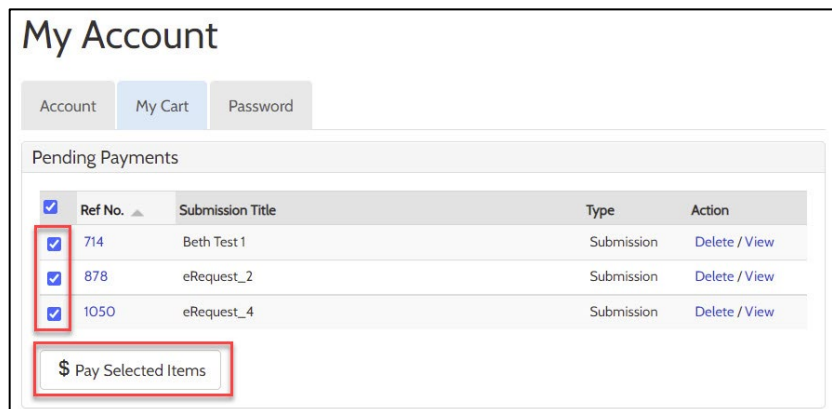
This quick start guide will show you how to find and pay for items in your cart.

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

|	
1. If you are not already there, after adding your item(s) to your cart, click the drop down arrow by **My Account**. Click on **My Cart**.	
2. Click the check boxes to choose your items, then click the **$ Pay Selected Items** button.	
3. Choose your **payment method**. Click the **Continue** button. Note: Organizations using Draw Down accounts can view this quick start guide for instructions on that payment method.	

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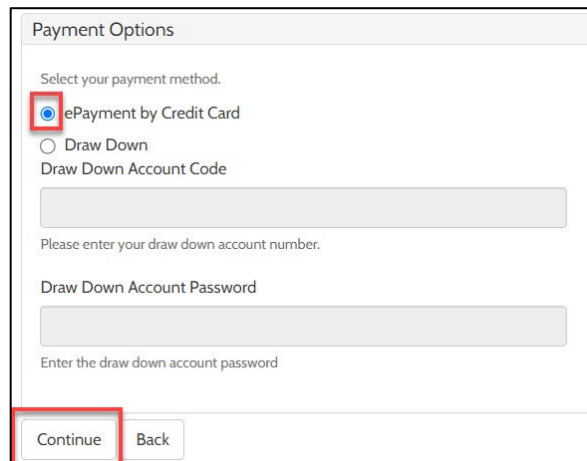
4. Review your cart details, then click the **Next** button.	**1** Review ——— **2** Payment ——— **3** Submit **Please review your cart** | TYPE	ACCOUNT NUMBER	AMOUNT
---	---	---
Records and Research Requests	532	$32.50	 BACK NEXT
5. Choose which payment type you will use: **Credit or Debit** or **Electronic Check**.	**Choose your preferred method of payment** ○ Credit or Debit Card ○ Electronic Check $2.49 service fee $1.00 service fee
6. Enter your payment details. Click the **Next** button.	NEXT
7. Review your payment details.	**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 PAYMENT METHOD **** **** **** 1111 | TYPE	ACCOUNT NUMBER	AMOUNT
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Records and Research Requests	532	$32.50
	Subtotal	$32.50
	Convenience Fee	$2.49
	Total:	$34.99	

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8. Click the **check box** to agree to the Terms and Conditions, then click the **Submit** button.	☑ I agree to the Terms and Conditions BACK SUBMIT
9. When your order is ready, you will receive a notification. Click **My Messages** to view it.	My Messages ✉

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