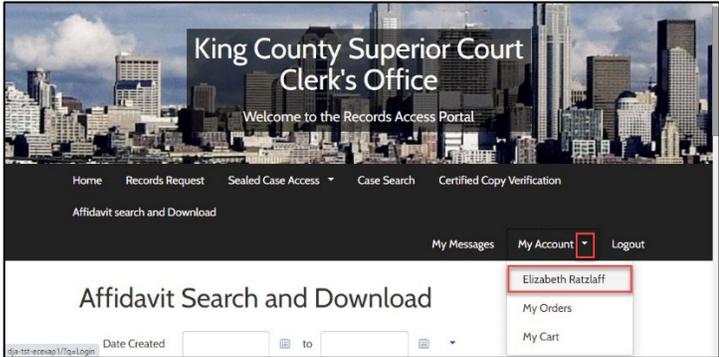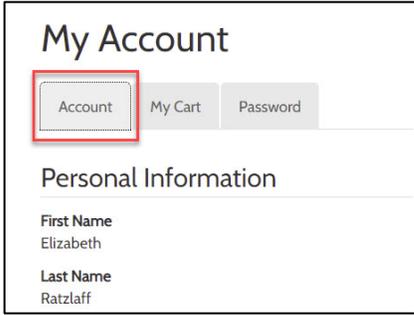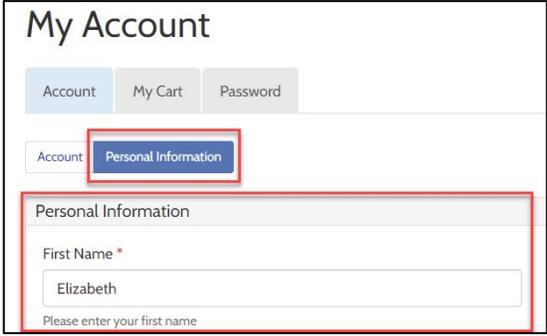# KC SCRIPT PORTAL QUICK START GUIDE: UPDATING YOUR ACCOUNT DETAILS

This quick start guide will show you how to update your account information, including your address and contact information.

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

1. Click the drop down arrow next to **My Account** in the top navigation bar. Select **your name**.	
2. Click on the **Account** tab.	
3. Click **Personal Information**. Enter your new information.	
4. Click the **Save** button.	

King County
Superior Court Clerk's Office