



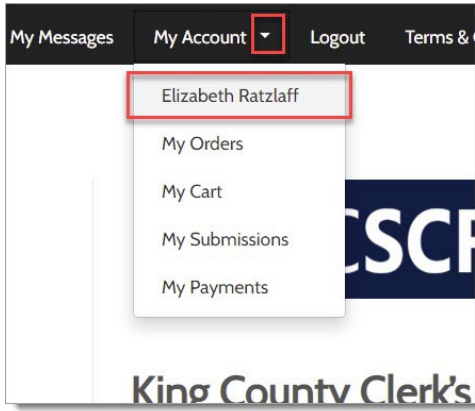
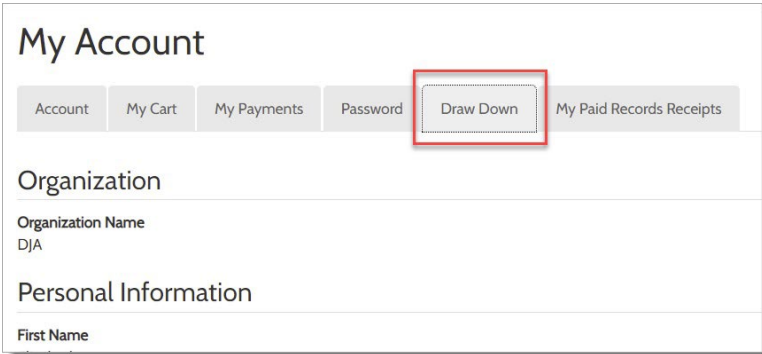
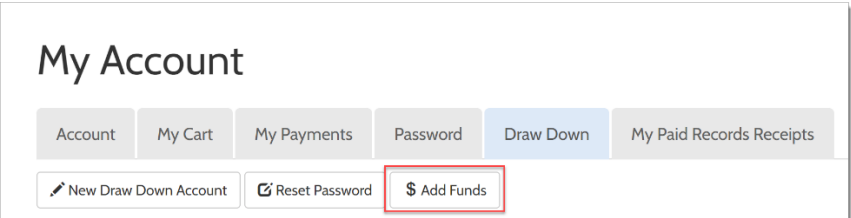
KC 文本入口網站快速入門指南： 向支取帳戶增值

此快速入門指南將說明如何增值、查看餘額以及查看貴組織支取帳戶過往的付款。

附註：為此，您須登入入口網站帳戶。

向支取帳戶增值

⚠ 僅建立帳戶者可向帳戶增值。

<p>1. 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）。</p>	
<p>2. 點擊「Draw Down」（支取）標籤。</p>	
<p>3. 點擊「Add Funds」（增值）按鈕。</p>	

4. 輸入您的「Draw Down Account Code」（支取帳戶代碼）。

附註：該代碼須以「D_」開頭。

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. 輸入您的「Draw Down Account Password」（支取帳戶密碼）。

Draw Down Account Password *

Enter your draw down account password

6. 輸入您要增值的「Amount」（金額）。

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. 點擊綠色的「Add Funds」（增值）按鍵。

Back

+ Add Funds

8. 輸入您的「payment information」（付款資訊），並完成結帳流程。

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. 如您的付款成功，您會看到綠色的核准訊息。

Draw Down

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

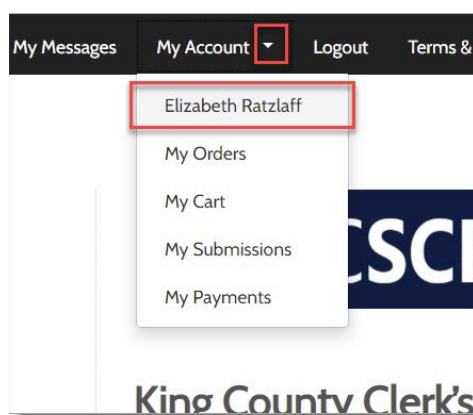
[New Draw Down Account](#)

[Reset Password](#)

[Add Funds](#)

查看您的支取帳戶餘額

1. 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）。



2. 點擊「Draw Down」（支取）標籤。

My Account

[Account](#) [My Cart](#) [My Payments](#) [Password](#) [Draw Down](#) [My Paid Records Receipts](#)

Organization

Organization Name
DJA

Personal Information

First Name

3. 您的餘額會在右側欄中顯示。

My Account

[Account](#) [My Cart](#) [My Payments](#) [Password](#) [Draw Down](#) [My Paid Records Receipts](#)

[New Draw Down Account](#)

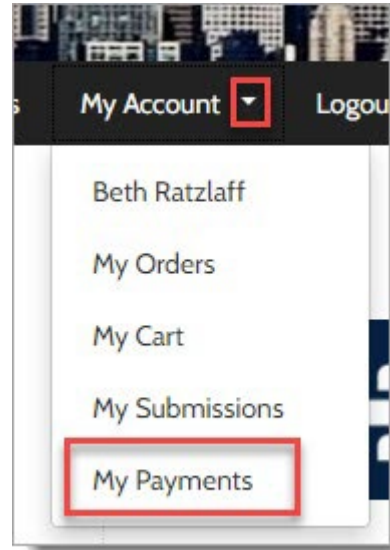
[Reset Password](#)

[Add Funds](#)

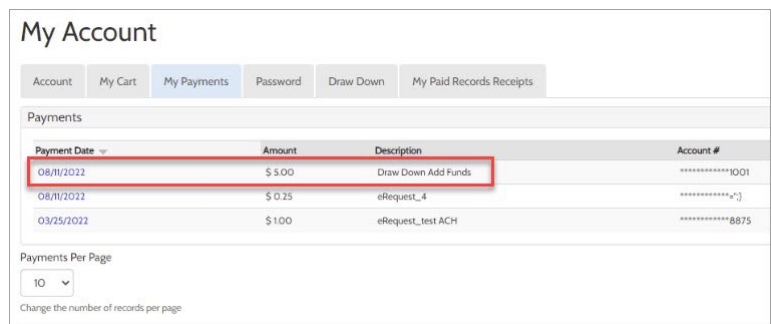
Code	Name	Balance (\$)
D_BethTest	Beth's Test 1	623.00

查看過往的付款

1. 點擊頂部導覽選單內「My Account」（我的帳戶）下拉箭頭按鍵，然後點擊「My Payments」（我的付款）。



2. 系統會顯示您的付款，包括向您的支取帳戶增值的資金。



The screenshot shows the 'My Account' page with a navigation bar containing 'Account', 'My Cart', 'My Payments', 'Password', 'Draw Down', and 'My Paid Records Receipts'. The 'My Payments' tab is selected. Below the navigation bar, there is a table titled 'Payments' with the following columns: 'Payment Date', 'Amount', 'Description', and 'Account #'. The first row is highlighted with a red box.

Payment Date	Amount	Description	Account #
08/11/2022	\$ 5.00	Draw Down Add Funds	*****1001
08/11/2022	\$ 0.25	eRequest_4	*****}
03/25/2022	\$ 1.00	eRequest_test ACH	*****8875

Below the table, there is a 'Payments Per Page' section with a dropdown menu set to '10' and a link to 'Change the number of records per page'.