KC SCRIPT PORTAL 快速入门指南：为提款账户提供资金
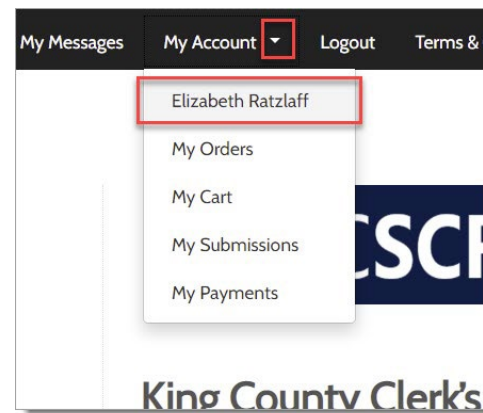
本快速入门指南将向您展示如何为您组织的提款账户添加资金、查看余额以及之前的付款信息。

注意：您必须先登录门户账户才能进行操作。
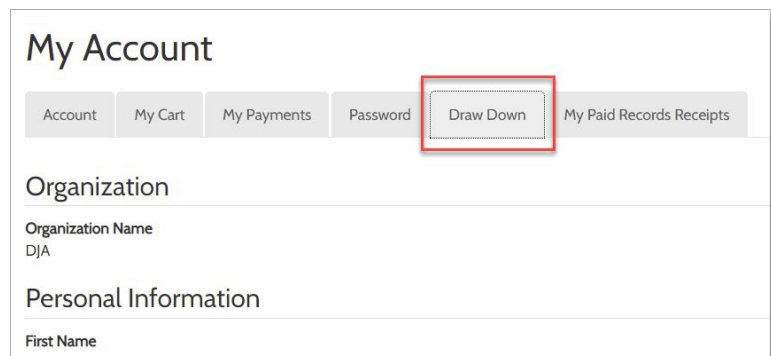
为提款账户添加资金
⚠ 仅账户创建人可以为其添加资金。
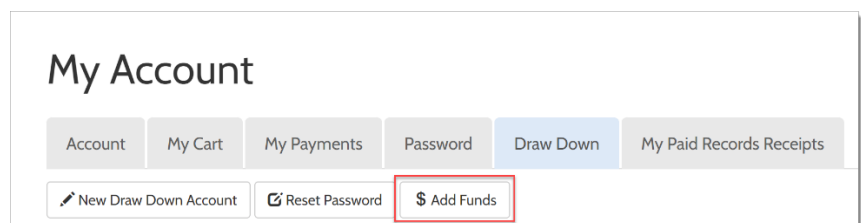
1. 点击顶部导航菜单中的"My Account"（我的账户）的下拉箭头，再点击您的姓名。	
2. 点击"Draw Down"（取款）选项卡。	
3. 点击"Add Funds"（添加资金）按钮。	

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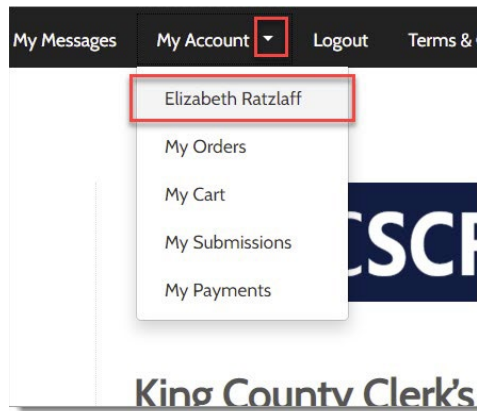|	
4．请输入您的取款账户代码。 注意：该代码必须以"D_"开头。	**Add Funds To Draw Down Account** Enter draw down account code, password for security and a amount below to add fund to the account. Draw Down Account Code * D_DavidDemo Enter the draw down account code you want to reset password, please do not remove the prefix if already show in the text field
5．请输入您的取款账户密码。	Draw Down Account Password * Enter your draw down account password
6．请输入您想添加的金额。	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．点击绿色的"Add Funds"（添加资金）按钮。	Back **+ Add Funds**
8．输入您的付款信息，并完成结账流程。	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: *

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9. 如果您付款成功，您将看到一则显示批准的绿色消息。	
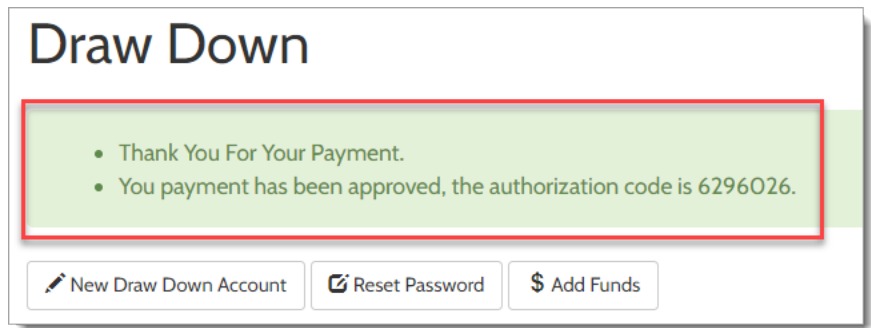
查看取款账户余额

1. 点击顶部导航菜单中的"My Account"（我的账户）的下拉箭头，然后点击您的姓名。	
2. 点击"Draw Down"（取款）选项卡。	
3. 您的余额将显示在右侧栏中。	

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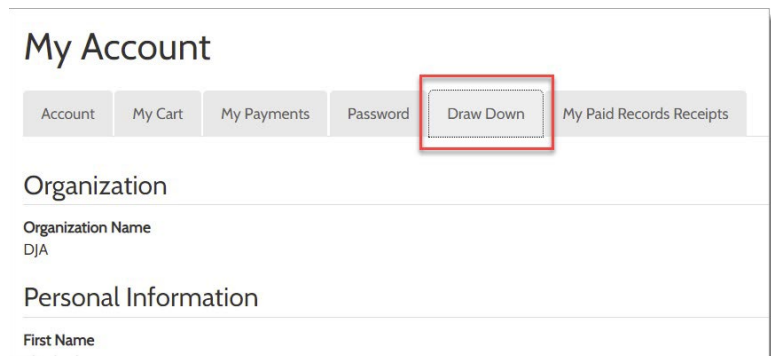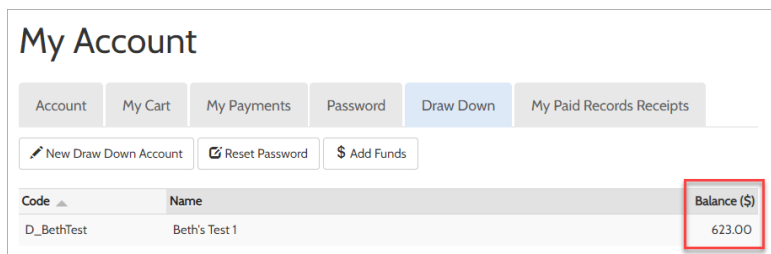
查看之前的付款信息

1. 点击顶部导航菜单中"My Account"（我的账户）的下拉箭头，再点击"My Payments"（我的付款信息）。	
2. 将显示您的付款信息，包括添加至取款账户的资金。	
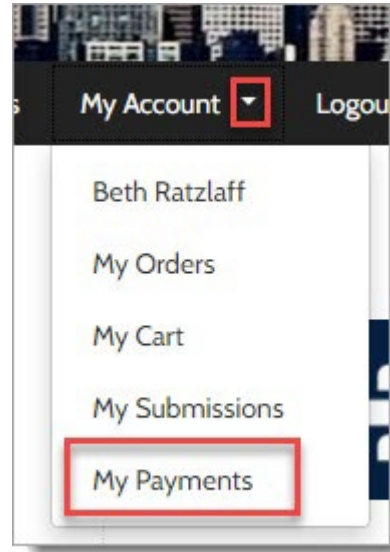
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