



KC SCRIPT PORTAL 快速入门指南： 为提款账户提供资金

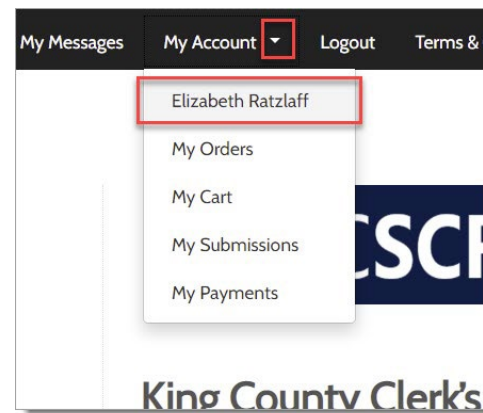
本快速入门指南将向您展示如何为您组织的提款账户添加资金、查看余额以及之前的付款信息。

注意：您必须先登录门户账户才能进行操作。

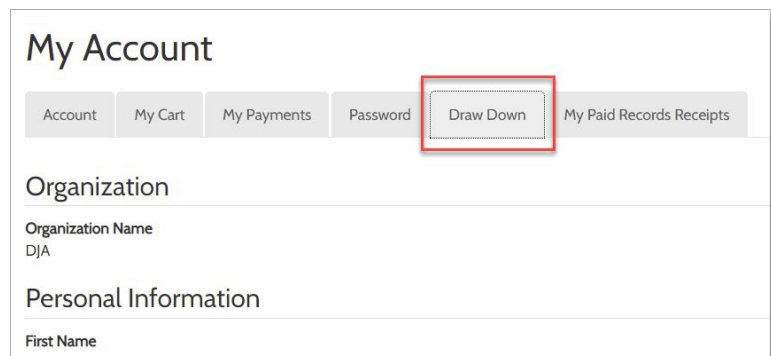
为提款账户添加资金

⚠️ 仅账户创建人可以为其添加资金。

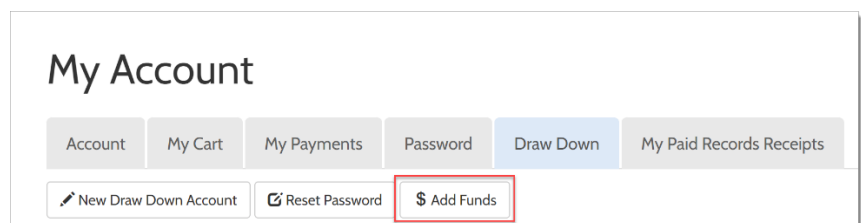
1. 点击顶部导航菜单中的“**My Account**”（我的账户）的下拉箭头，再点击您的姓名。



2. 点击“**Draw Down**”（取款）选项卡。



3. 点击“**Add Funds**”（添加资金）按钮。



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 account.
Note: * indicates a required field.

My Bills

Description

[+] Records and Research Requests payment of \$515.00 on Account Number DD-LXIZWQBMWQOQFKJGVX

Cardholder Information

First Name: *

Last Name: *

Address Line 1: *

Address Line 2:

City: *

Country: *

State: *

Zip Code: *

Phone Number: *

Email Address: *

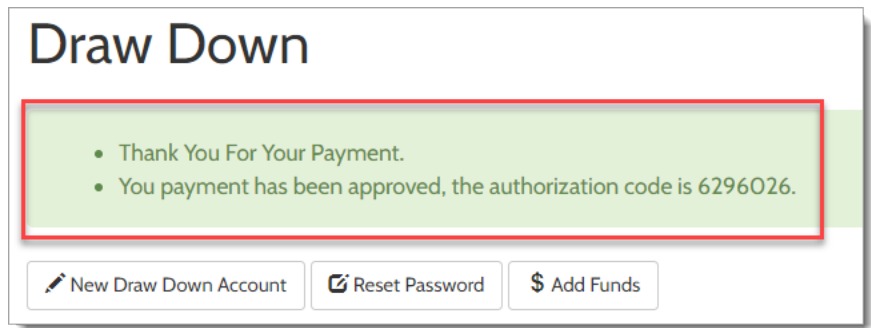
Payment Information

Payment Method: *

Credit or Debit Card

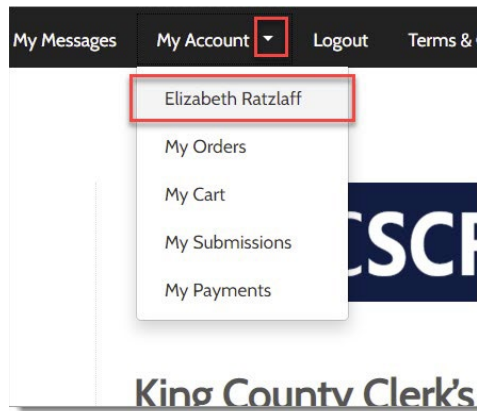
Card Number: *

9. 如果您付款成功，您将看到一则显示批准的绿色消息。

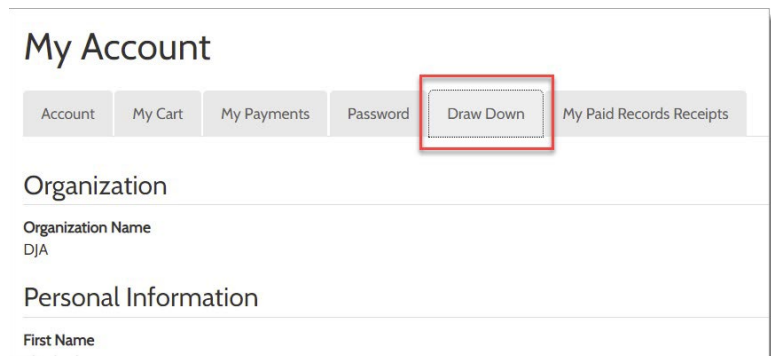


查看取款账户余额

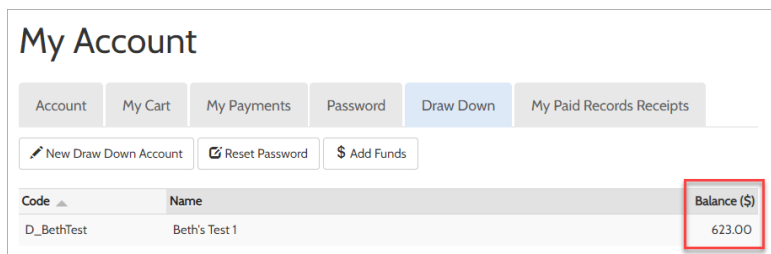
1. 点击顶部导航菜单中的“**My Account**”（我的账户）的下拉箭头，然后点击您的姓名。



2. 点击“**Draw Down**”（取款）选项卡。

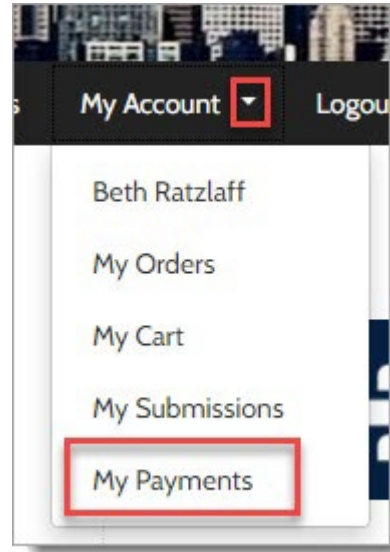


3. 您的余额将显示在右侧栏中。



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。

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 of the table 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".