



# KC SCRIPT PORTAL QUICK START GUIDE: VERIFYING A CERTIFIED COPY

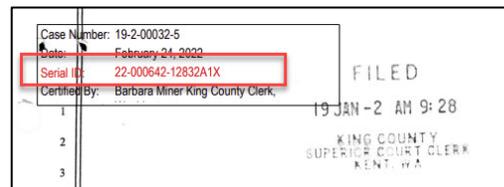
This quick start guide will show you how to verify the authenticity of a certified document.

**!** You must be logged in to your portal account to do this process.

1. Click on **Certified Copy Verification** in the top navigation bar.



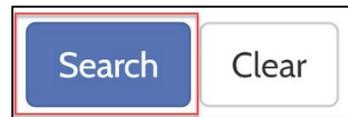
2. Locate the Document's Serial ID number.



3. Enter the **Document Serial ID Number**.



4. Click the **Search** button.



5. A copy of the certified document will appear in your downloads folder on your device.

