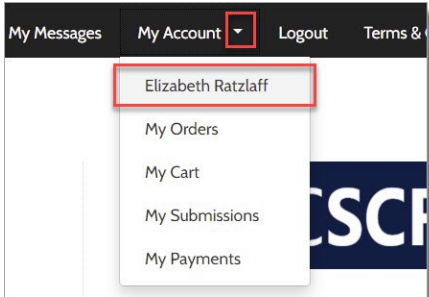




KC SCRIPT PORTAL 快速入门指南： 取款账户设置

本快速入门指南将向您展示如何在 KC Script Portal 中为您的机构设置一个新的取款账户。

注意：您必须先登录门户账户才能进行操作。

<p>1. 通过 206-477-0812 或 kcch.djaaccounting@kingcounty.gov 联系 Clerk's Office。</p> <p>工作人员将在账户创建过程中为您提供待输入的取款账户激活码。</p>	
<p>2. 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。</p>	
<p>3. 点击“Draw Down”（取款）选项卡。</p>	

4. 点击“New Draw Down Account”（新取款账户）按钮。

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'. Below the navigation bar, there are three buttons: 'New Draw Down Account' (highlighted with a red box), 'Reset Password', and 'Add Funds'. Below the buttons, there is a table with columns 'Code' and 'Name'. The text 'No draw down agency available.' is displayed below the table.

5. 输入新取款账户代码。

注意：可任意设置该代码，但必须以“D_”开头。

该代码类似于用户名，用户每次使用该取款账户付款时都需要输入该代码。

The screenshot shows the 'Create Draw Down Account' page. The title is 'Create Draw Down Account'. Below the title, there is a label 'New Draw Down Account Code *' and a text input field containing 'D_'. Below the input field, there is a note: 'Enter the new draw down account code, please do not remove the prefix if already show in the text field'.

6. 输入新取款账户名称，并设置取款账户密码。

注意：使用此取款账户付款的任何人均可使用您在此处输入的密码。

The screenshot shows the 'Create Draw Down Account' page. The title is 'Create Draw Down Account'. Below the title, there is a label 'New Draw Down Account Name *' and a text input field. Below the input field, there is a note: 'Enter the new draw down account name'. Below the input field, there are two more input fields: 'Draw Down Account password *' and 'Confirm Draw Down Account password *'. Below these input fields, there is a note: 'Create the password for this draw down account. Password must be 7 to 28 characters, and contain at least one: upper case, lower case, number, and special character. Your users will enter this password when paying with this account.'

7. 输入 Clerk's Office 在第 1 步向您提供的取款账户激活码。

The screenshot shows the 'Create Draw Down Account' page. The title is 'Create Draw Down Account'. Below the title, there is a label 'Draw Down Account Activation Code *' and a text input field. Below the input field, there is a note: 'Enter the Draw Down Account Activation Code that you received from the Clerk's office'.

8. 填写其他个人信息，包括收款人姓名、地址和联系信息。

注意：如果取款账户的剩余余额被退还，将使用收款人姓名。

Payee Name

Enter the name that should appear on a check if the account is refunded.

First Name *

Middle Name

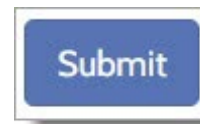
Last Name *

Address *

Address 2

City *

9. 点击“Submit”（提交）按钮以完成设置流程。



10. 创建取款账户后，您将在页面顶部看到一则提示创建成功的绿色消息。

