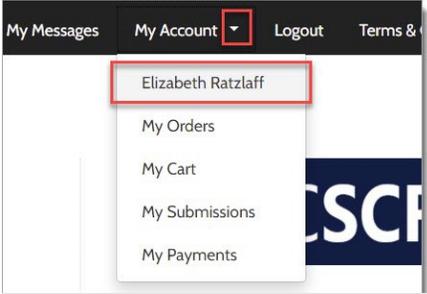
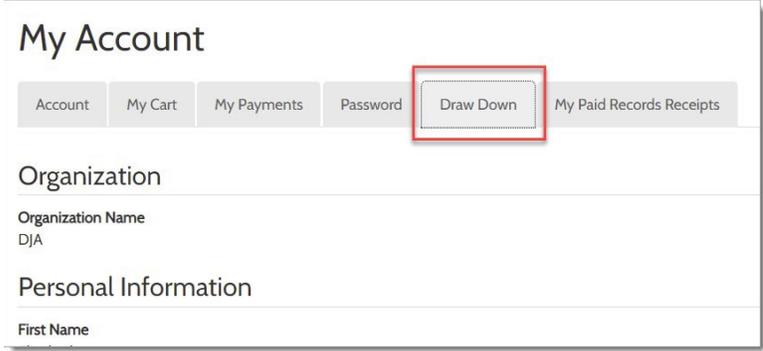




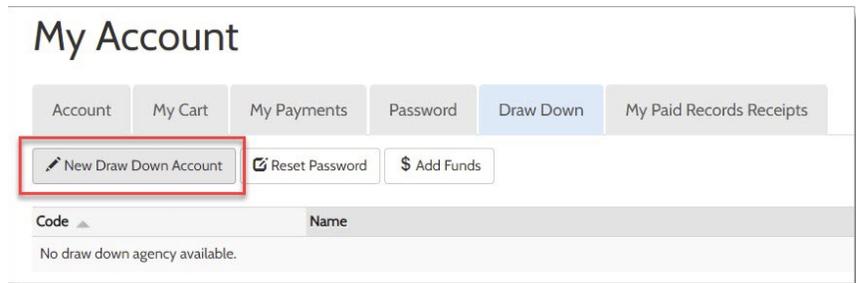
KC SCRIPT PORTAL QUICK START GUIDE: DRAW DOWN ACCOUNT SETUP

This quick start guide will show you how to set up a new draw down account for your agency in the KC Script Portal.

Note: To do this, you must be logged in to your Portal account.

<p>1. Contact the Clerk's Office at 206-477-0812 or kcch.djaaccounting@kingcounty.gov.</p> <p>Staff will give you Draw Down Account Activation Code to enter during the account creation process.</p>	
<p>2. Click on the drop down arrow for My Account in the top navigation menu, then click on your name.</p>	
<p>3. Click on the Draw Down tab.</p>	

4. Click the **New Draw Down Account** button.



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

5. Enter a **New Draw Down Account Code**.

Note: This code can be whatever you want but must begin with "D_".

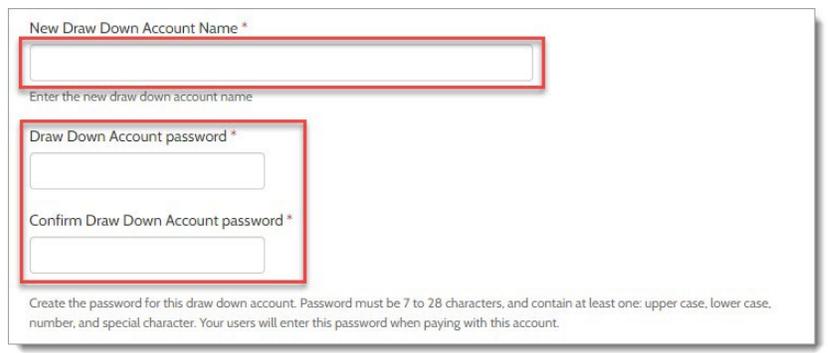
This is like a username and will be entered each time a user pays with this Draw Down account.



The screenshot shows the 'Create Draw Down Account' form. The 'New Draw Down Account Code *' field is highlighted with a red box and contains the text 'D_'. Below the field is a note: 'Enter the new draw down account code, please do not remove the prefix if already show in the text field'.

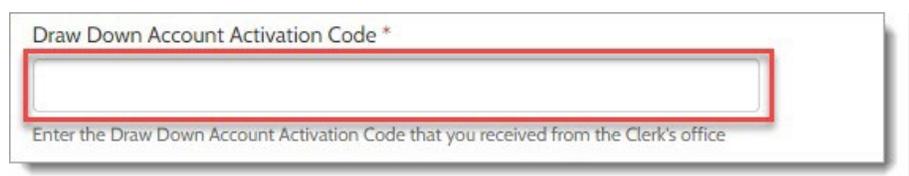
6. Enter the **New Draw Down Account Name** and set a **Draw Down Account Password**.

Note: The password you enter here will be used by anyone paying with this Draw Down account.



The screenshot shows the 'Create Draw Down Account' form. The 'New Draw Down Account Name *' field is highlighted with a red box. Below it is the 'Draw Down Account password *' field, also highlighted with a red box. Below the password field is the 'Confirm Draw Down Account password *' field. Below the fields 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. Enter the **Draw Down Account Activation Code** that you received from the Clerk's Office in step 1.



The screenshot shows the 'Create Draw Down Account' form. The 'Draw Down Account Activation Code *' field is highlighted with a red box. Below the field is a note: 'Enter the Draw Down Account Activation Code that you received from the Clerk's office'.

8. Fill in the rest of **your information**, including the payee name, address, and contact information.

Note: The payee name will be used if the remaining balance of the draw down account is refunded.

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. Click the **Submit** button to complete the setup process.



10. When your draw down account is created, you'll see a green success message at the top of the page.

