

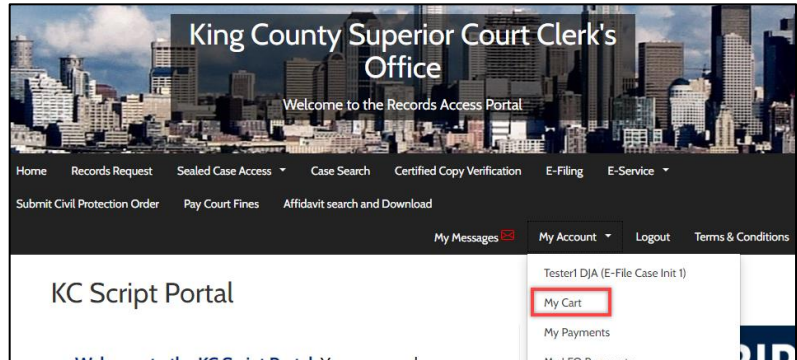


KC SCRIPT PORTAL QUICK START GUIDE: MAKING A PURCHASE

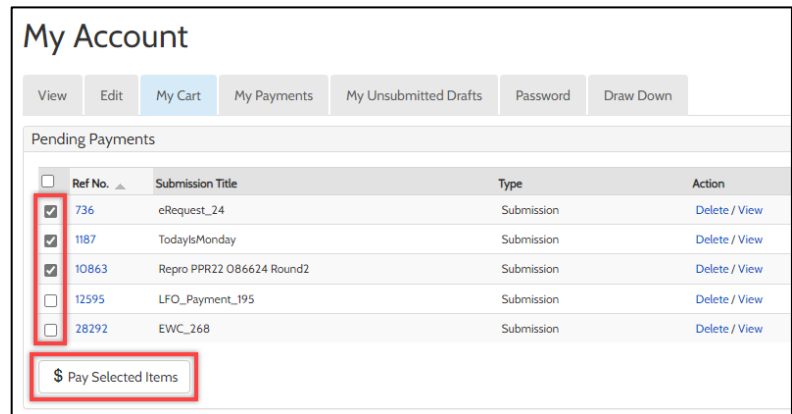
This quick start guide will show you how to find and pay for items in your cart.

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

1. If you are not already there, after adding your item(s) to your cart, click the drop-down arrow by **My Account**. Click on **My Cart**.

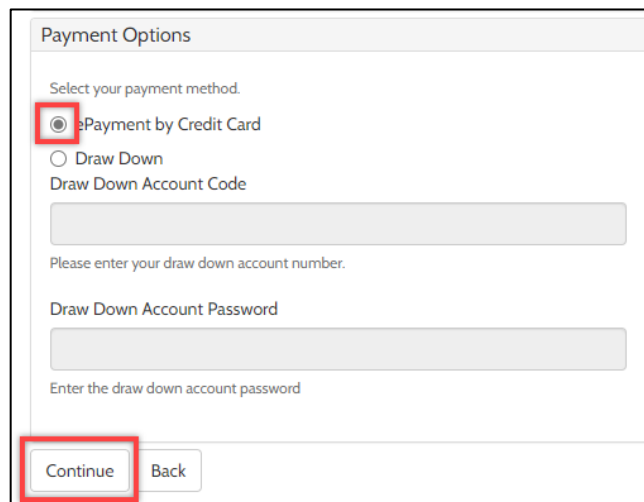


2. Click the check boxes to choose your items, then click the **\$ Pay Selected Items** button.



3. Choose your **payment method**. Click the **Continue** button.

Note: Organizations using Draw Down accounts can view [this quick start guide](#) for instructions on that payment method.



4. Review your cart description. and enter your cardholder and payment information.

Click the **Continue** button.

King County

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 accuracy before your payment is processed. Note: * indicates a required field.

My Bills

Description
Records and Research Requests payment of \$1.25 on Account Number 308508

Cardholder Information

First Name: * Last Name: *

Address Line 1: * Address Line 2:

City: * State: *

Country: * Zip Code: *

Phone Number: * Email Address: *

Payment Information

Payment Method: *
Credit or Debit Card

Card Number: * VISA MasterCard

Expiration Date: * (in mm/yy format)

CVV: * Where is this number?

Cancel Continue

5. Review your payment details.

Click the **check box** to agree to the Terms and Conditions, then click the **Submit Payment** button.

King County

Step 1: Select Payments Step 2: Review and Submit Step 3: Confirmation and Receipt

Step 2: Review and Submit

Please review the details of the items you have selected to pay, along with the fees associated with using this service. When you are ready to submit your payment, please review and accept the Terms and Conditions, and click Submit to send your payment for authorization.

My Bills

Description	Cart Total
Records and Research Requests payment of \$1.25 on Account Number 308508	\$1.25
Subtotal:	\$1.25
Convenience Fee:	\$2.49
Total Payment:	\$3.74

Customer Information

First Name: Fake
Last Name: User
Address Line 1: 112 Fake St
Address Line 2:
City: Seattle
State: Washington
Country: United States
Zip Code: 98101
Phone Number: 1234567890
Email Address: ashbaker@kingcounty.gov

Payment Information

Payment Date: 11/07/2024
Card Type: Visa
Card Number: *****1111

Terms and Conditions

CONVENIENCE FEE
Your agency has partnered with a third party service provider to provide you with convenient online payment services via credit card debit card or electronic check payments. IN ORDER TO USE THIS SERVICE YOU MAY HAVE TO PAY A NON-REFUNDABLE CONVENIENCE FEE IN ADDITION TO THE AMOUNT(S) OWED TO YOUR PAYEE. Please note that the service provider (not your Payee) will appear as the merchant of record next to your payment on your bank or credit card statement.

ACCESSIBILITY

Agree to Terms and Conditions

Back Cancel Submit Payment

6. The screen will automatically redirect first to the Confirmation page, and then to the Receipt page.



7. When your order is ready, you will receive a notification. Click **My Messages** to view it.

You can access your payment submission by expanding the **My Account** drop-down menu and selecting **My Payments**.

