



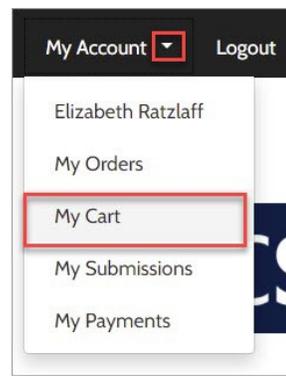
KC SCRIPT PORTAL QUICK START GUIDE: PAYING WITH A DRAW DOWN ACCOUNT

This quick start guide will show you how to pay for items in your cart using your organization's draw down account.

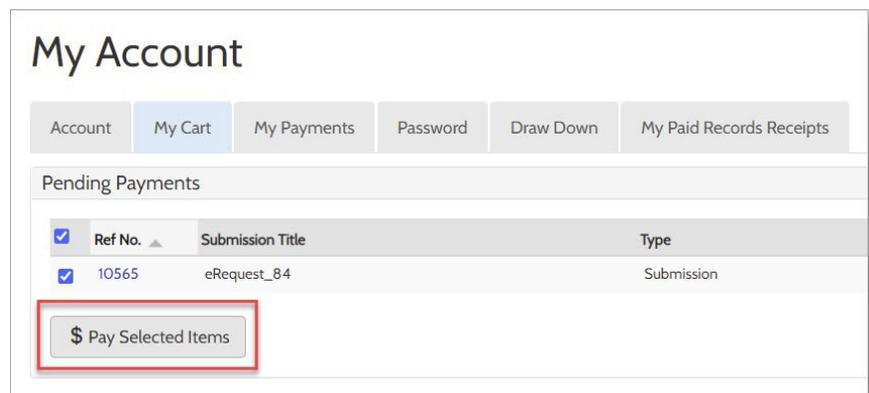
Note: To do this, you must be logged in to your Portal account.

⚠ In order to pay with a draw down account, you will need your organization's draw down account number and password.

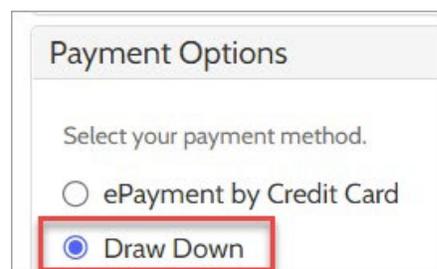
1. Click on the drop down arrow for **My Account** in the top navigation menu, then click on **My Cart**.



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



3. Select **Draw Down** as the payment option.



4. Enter your organization's **Draw Down Account Code** and the **Draw Down Account Password**.

Note: This code must begin with "D_".

Payment Options

Select your payment method.

ePayment by Credit Card

Draw Down

Draw Down Account Code

D_BethTest

Please enter your draw down account number.

Draw Down Account Password

.....|

Enter the draw down account password

5. Click the **Continue** button.



6. You will see a receipt showing draw down as the payment type.

Receipt

- Thank you for your submission. You will receive updates or further instructions via My Messages and your email address.
- Thank You For Your Payment.

Payment Accepted

Information

Reference No.	JTI Ref. No.	Submission Title	Document	Fees	Paid	Balance
10565	25ce67430230	eRequest_84	15OSP - Regular Copy Fees	\$ 1.50	\$ 1.50	\$ 0.00
Total				\$ 1.50	\$ 1.50	\$ 0.00

Payment Information

Date: 2022, August 30 16:12:03

Amount: \$ 1.50

Payment Type: Draw Down

For instructions on how to access your purchased items, click [here](#).