



KC SCRIPT PORTAL QUICK START GUIDE: RESET DRAW DOWN ACCOUNT PASSWORD

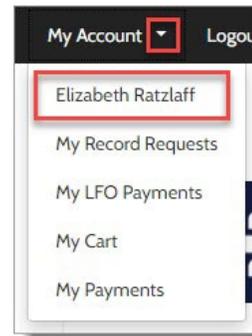
This quick start guide will show you how to reset the draw down account password for your agency in the KC Script Portal.

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

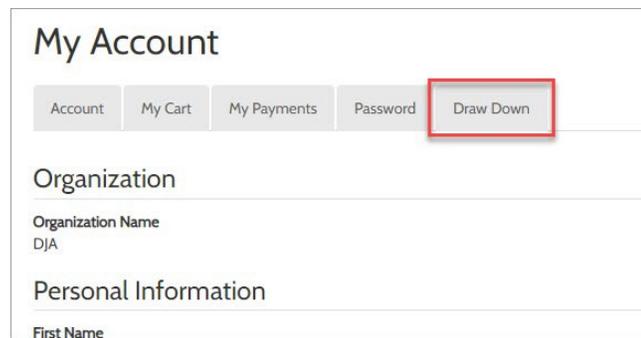
⚠ Only the person who created the account can change the account password.

⚠ If you do not know your current draw down account password, contact the Clerk's office at 206-477-0812 for further assistance.

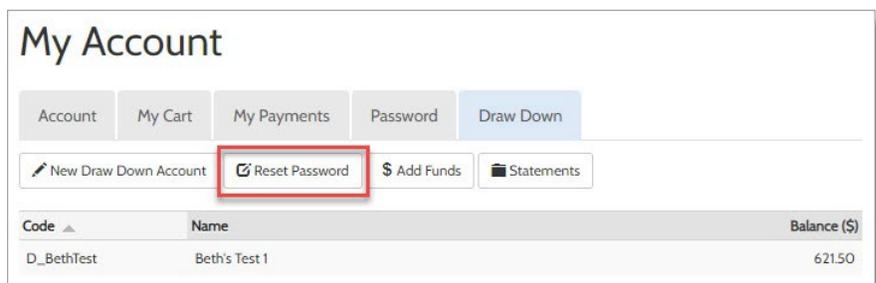
1. Click on the drop down arrow for **My Account** in the top navigation menu, then click on **your name**.



2. Click on the **Draw Down** tab.



3. Click the **Reset Password** button.



4. Enter your **Draw Down Account Code**.

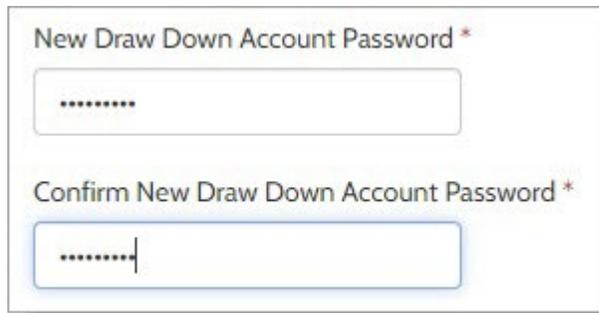
Note: This code must begin with "D_".



5. Enter your **Draw Down Account Password**.



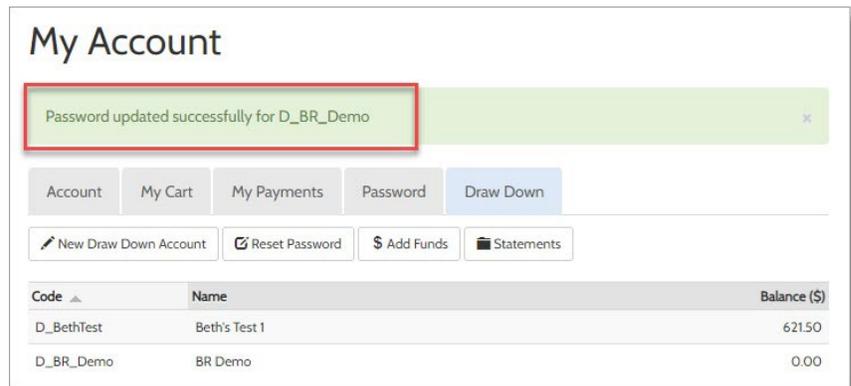
6. Enter your **New Draw Down Account Password**, then re-enter it in the **Confirm New Draw Down Account Password** box.



7. Click the blue **Submit** button.



8. If your password update is successful, you will see a green success message.



Code	Name	Balance (\$)
D_BethTest	Beth's Test 1	621.50
D_BR_Demo	BR Demo	0.00