

## 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 <b>My Account</b> in the top navigation menu, then click on <b>your name</b> .	My Account Clogou Elizabeth Ratzlaff My Record Requests My LFO Payments My Cart My Payments	
2. Click on the <b>Draw Down</b> tab.	My Account       My Cart       My Payments       Password       Draw Down         Organization       Organization       Organization       Organization       Organization         Organization Name       DJA       Draw Down       Draw Down       Draw Down         First Name       Diagendary       Draw Down       Draw Down	
3. Click the <b>Reset</b> <b>Password</b> button.	My Account       My Payments       Password       Draw Down         New Draw Down Account       If Reset Password       S Add Funds       If Statements         Code       Name       Balance (D_BethTest       Beth's Test 1       62150	\$) O

<ul> <li>4. Enter your Draw Down Account Code.</li> <li>Note: This code must begin with "D_".</li> </ul>	Draw Down Account Code * D_BR_Demo
5. Enter your <b>Draw Down</b> Account Password.	Draw Down Account Password *
6. Enter your <b>New Draw</b> <b>Down Account Password</b> , then re-enter it in the <b>Confirm New Draw Down</b> <b>Account Password</b> box.	New Draw Down Account Password *  Confirm New Draw Down Account Password *
7. Click the blue <b>Submit</b> button.	Back Submit
8. If your password update is successful, you will see a green success message.	My Account         Password updated successfully for D_BR_Demo         Account       My Cart       My Payments       Password       Draw Down         Image: Account       Image: Acco

