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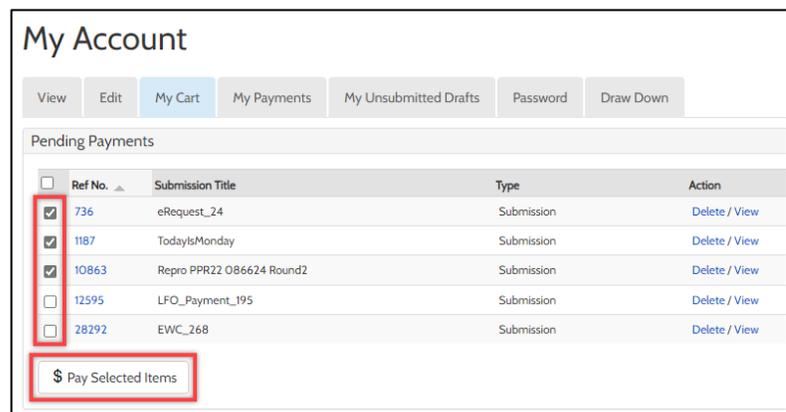
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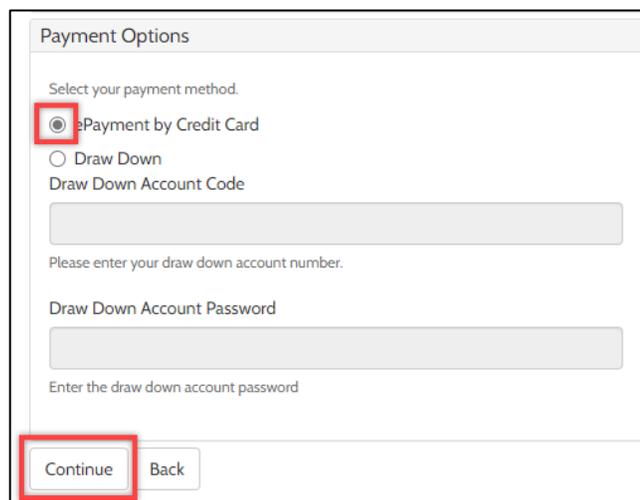
4. Review your cart description. and enter your cardholder and payment information.

Click the **Continue** button.

5. Review your payment details.

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

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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.**

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