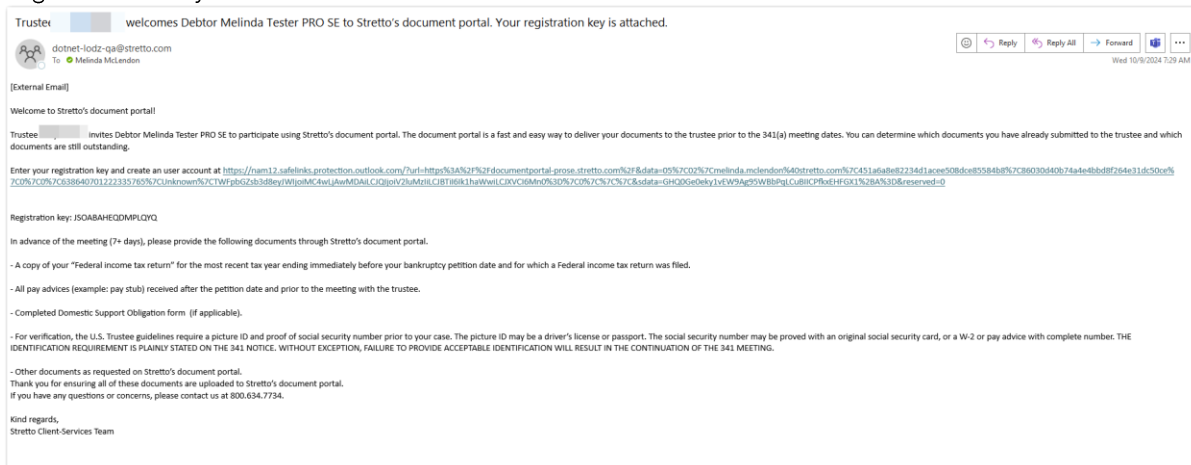


Pro Se Portal Tip Sheet for Debtors – Phone Instructions

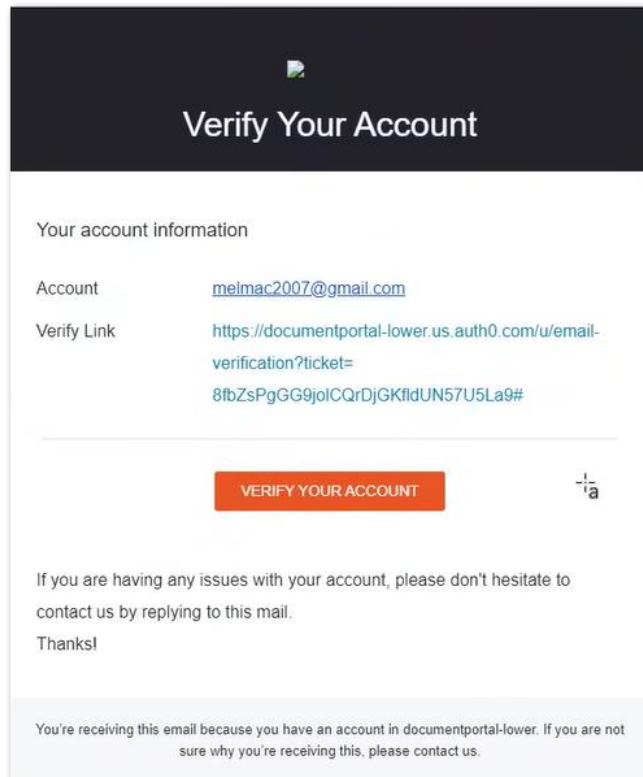
The Pro Se Portal allows you to securely upload documents to the Trustee administering your case. Use this tip sheet to guide you in how to use the Pro Se Portal. In addition, you can watch a video on how to use the Pro Se Portal [here](#).

Signing in and Creating an Account

You will receive an email invitation to the Pro Se Portal from the Trustee administering your case. Follow the [link](#) in the email to sign in and create an account. You will need the registration key listed in the email.



You will be sent an email to verify your new account. Click the **Verify Link** or the **Verify Your Account** button.

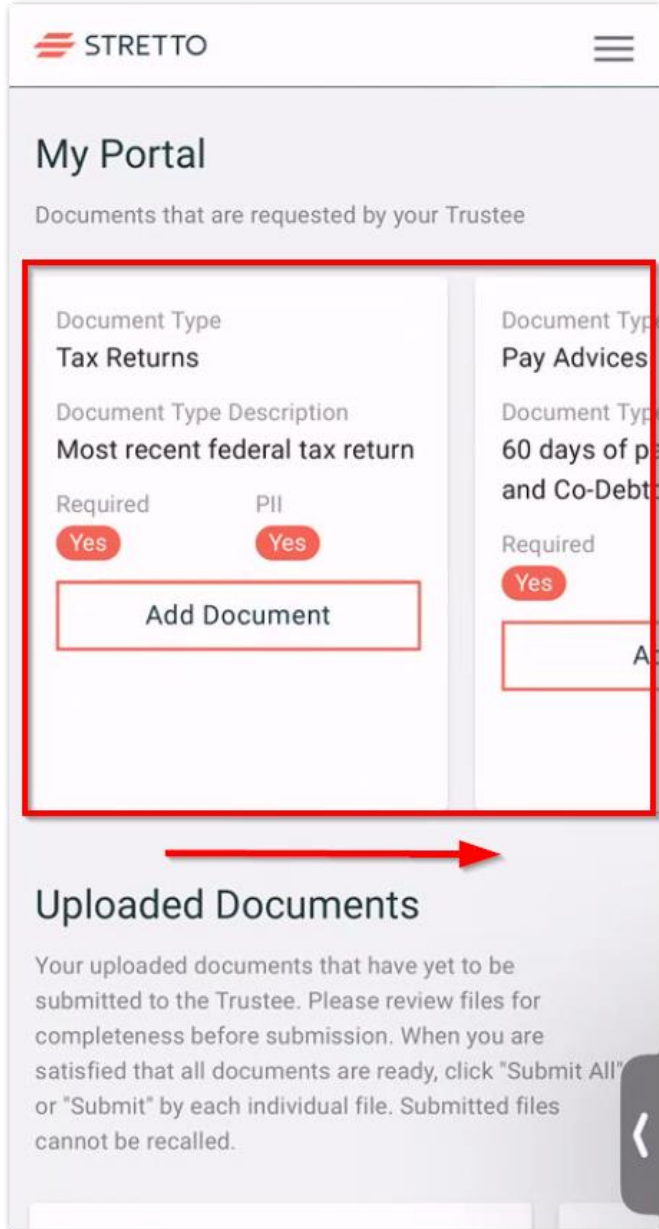


Select Your Language

On the home screen, use the **Settings** menu to select the **Language** option. Then select English or Spanish.

Uploading Documents

Under the “My Portal” section of the home screen, you will see a group of documents requested by the Trustee. Scroll right to see the entire group. These are the documents you need to upload and submit to the Trustee.



Under the document description, you will see “Required.” If there is a “Yes” under “Required” that means that submitting the document is **mandatory**.

Use the **Add Document** button to upload a requested document. A window will open where you can choose a file from your phone to add or drag and drop the file.

Once you have added the document, you can add a comment in the space provided. Then click the **Upload** button.

If you do not have a document requested by the Trustee, you can still respond to the request for a document with a comment. This is useful if you do not have document marked as required or mandatory.

1. On the home screen, click the **Add Document** button.
2. In the window, slide the toggle next towards “No Document.” It will turn orange.
3. Add a note of explanation in the field below.
4. Click the **Upload** button.

Add Document

Document Type
Debtor ID & SSN

Drag and drop a file or click Choose Files.
Allowed file types are: heic, jpg, jpeg, png, pdf, docx

Clear selection Choose Files

☒ No Document

Add an optional note about this document

Cancel Upload

Submitting Documents

After you have uploaded a document, you will see it in the “Uploaded Documents” section located below the group of requested documents. You can modify or delete documents in this section before submitting.

STRETTO

Uploaded Documents

Your uploaded documents that have yet to be submitted to the Trustee. Please review files for completeness before submission. When you are satisfied that all documents are ready, click "Submit All" or "Submit" by each individual file. Submitted files cannot be recalled.


Document Name	Pay Advices.pdf	Document ID & S
Document Type	Pay Advices	Document Debito
Upload Date	2024-10-16	Upload Date
PII?	<input checked="" type="radio"/> Yes	PII?
	<input type="button" value="Modify"/> <input type="button" value="Submit"/> <input type="button" value="Delete"/>	

Submitted to Trustee

Documents that have been submitted to the Trustee

Click the **Submit All** button to send all documents to the Trustee. Use the **Submit** button to send documents one at a time.

When you submit a document, it will appear in the "Submitted to Trustee" section below the "Uploaded Documents" section.

 STRETTO

Modify

Submit

Submit All

Submitted to Trustee

Documents that have been submitted to the Trustee

Document

No Document

Document Type

Tax Returns

Required?

Yes

Note

REASON: No tax return

PII

Yes

Date Submitted

2024-10-09

Rejected

No

When you have submitted all requested documents, you are done.