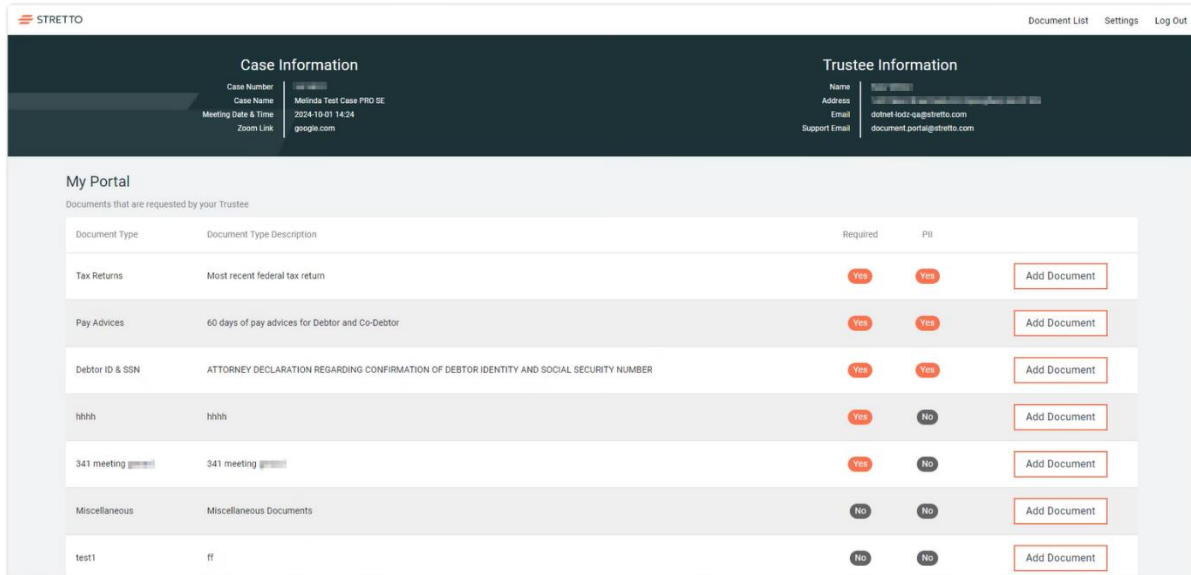




On the home screen, you will see “Case Information” and “Trustee Information” listed at the top.



The screenshot shows the STRETTO home screen. At the top, there are two sections: "Case Information" and "Trustee Information".

**Case Information:**

- Case Number: [REDACTED]
- Case Name: Melinda Test Case PRO SE
- Meeting Date & Time: 2024-10-01 14:24
- Zoom Link: google.com

**Trustee Information:**

- Name: [REDACTED]
- Address: [REDACTED]
- Email: dohnet-kodi-qag@stretto.com
- Support Email: document.porta@stretto.com

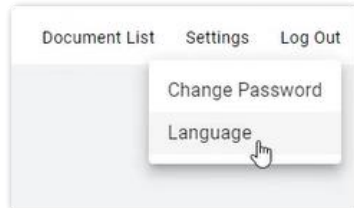
**My Portal**

Documents that are requested by your Trustee

Document Type	Document Type Description	Required	PII	
Tax Returns	Most recent federal tax return	Yes	Yes	<a href="#">Add Document</a>
Pay Advices	60 days of pay advices for Debtor and Co-Debtor	Yes	Yes	<a href="#">Add Document</a>
Debtor ID & SSN	ATTORNEY DECLARATION REGARDING CONFIRMATION OF DEBTOR IDENTITY AND SOCIAL SECURITY NUMBER	Yes	Yes	<a href="#">Add Document</a>
hhhh	hhhh	Yes	No	<a href="#">Add Document</a>
341 meeting [REDACTED]	341 meeting [REDACTED]	Yes	No	<a href="#">Add Document</a>
Miscellaneous	Miscellaneous Documents	No	No	<a href="#">Add Document</a>
test1	ff	No	No	<a href="#">Add Document</a>

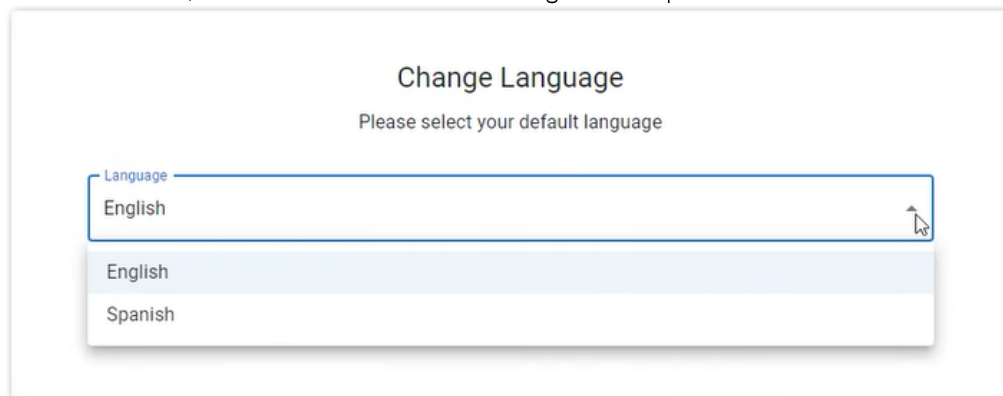
## Select Your Language

Use the **Settings** menu in the top right of the screen to select the **Language** option.



The screenshot shows the top right corner of the STRETTO interface. The "Settings" menu is open, and the "Language" option is highlighted with a mouse cursor.

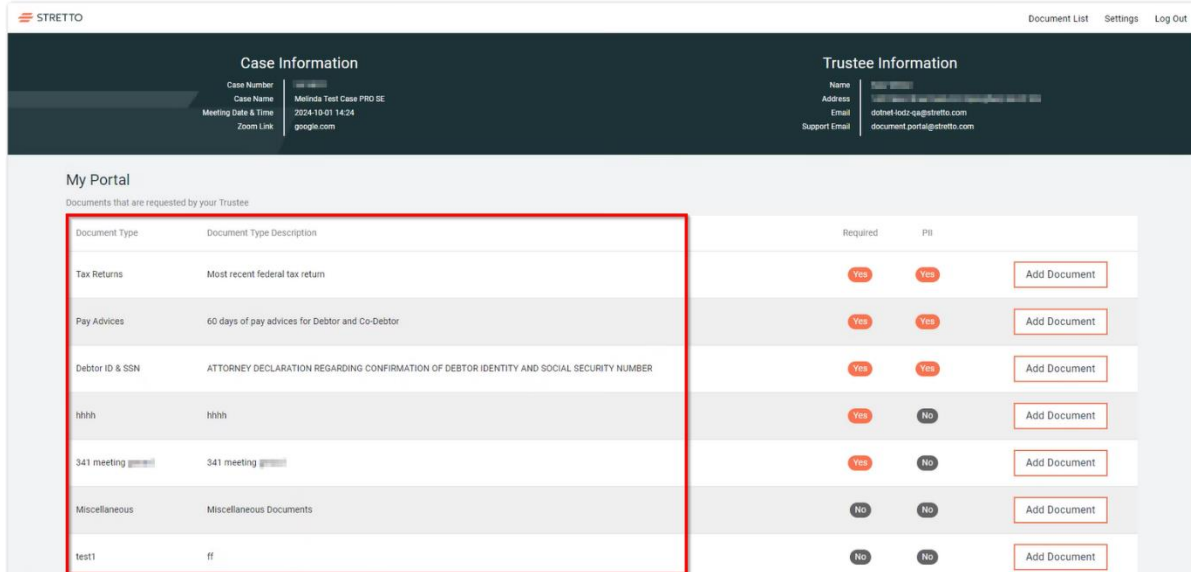
On the screen, use the menu to select English or Spanish.



The screenshot shows a "Change Language" dialog box. It prompts the user to "Please select your default language". A dropdown menu is open, showing "English" and "Spanish" as options. The "English" option is currently selected.

## Uploading Documents

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

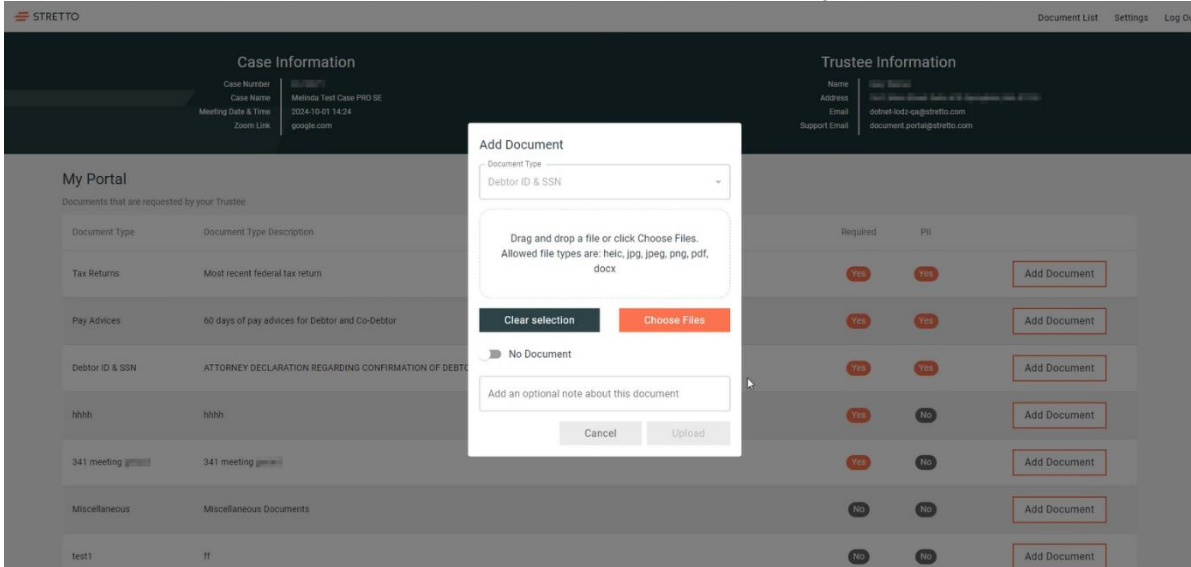


The screenshot shows the 'My Portal' section of the STRETTO interface. It features a table of documents requested by the Trustee. The table has columns for Document Type, Document Type Description, Required, and PII. Each row includes an 'Add Document' button. A red box highlights the first six rows of the table.

Document Type	Document Type Description	Required	PII	
Tax Returns	Most recent federal tax return	Yes	Yes	Add Document
Pay Advices	60 days of pay advices for Debtor and Co-Debtor	Yes	Yes	Add Document
Debtor ID & SSN	ATTORNEY DECLARATION REGARDING CONFIRMATION OF DEBTOR IDENTITY AND SOCIAL SECURITY NUMBER	Yes	Yes	Add Document
hhhh	hhhh	Yes	No	Add Document
341 meeting	341 meeting	Yes	No	Add Document
Miscellaneous	Miscellaneous Documents	No	No	Add Document
test1	ff	No	No	Add Document

To the right of the list, there is a column labeled “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 computer to add or drag and drop the file.



The screenshot shows the 'My Portal' section of the STRETTO interface with the 'Add Document' modal open. The modal allows users to select a document type, upload a file, or choose files from their computer. It also includes a text area for an optional note and buttons for 'Cancel' and 'Upload'.

**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

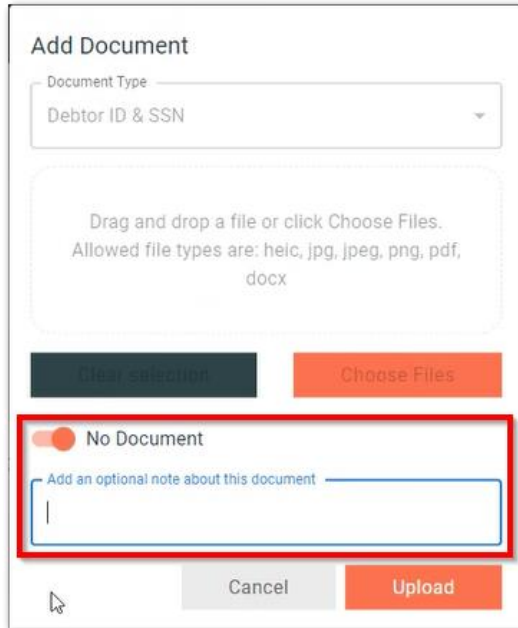
Add an optional note about this document

**Cancel** **Upload**

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

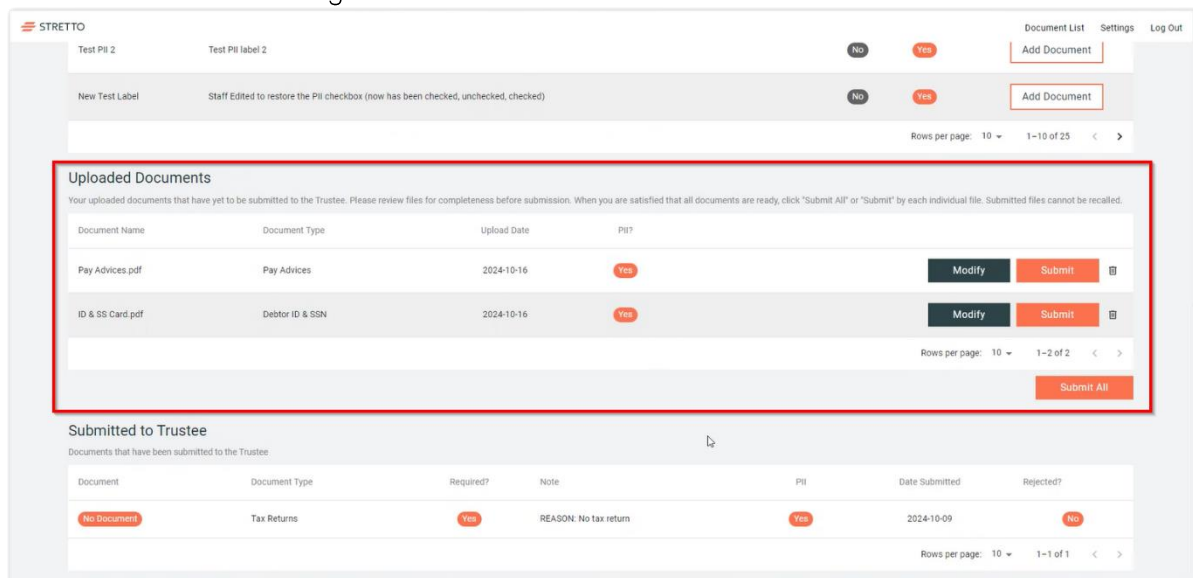
If you do not have a document requested by the Trustee, you can still respond to the request for a document with a comment. This is useful if you do not have document marked as required or mandatory.

1. On the home screen, click the **Add Document** button to the far right of the document name.
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.



## Submitting Documents

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



Document Name	Document Type	Upload Date	PII?	Actions
Pay Advices.pdf	Pay Advices	2024-10-16	Yes	Modify Submit
ID & SS Card.pdf	Debtor ID & SSN	2024-10-16	Yes	Modify Submit

Document	Document Type	Required?	Note	PII	Date Submitted	Rejected?
No Document	Tax Returns	Yes	REASON: No tax return	Yes	2024-10-09	No

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

Document ListSettingsLog Out

Test PII 2Test PII label 2

NoYes

Add Document

New Test Label

Staff Edited to restore the PII checkbox (now has been checked, unchecked, checked)

NoYes

Add Document

Rows per page: 101-10 of 25

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	Document Type	Upload Date	PII?	
Pay Advices.pdf	Pay Advices	2024-10-16	Yes	ModifySubmit
ID & SS Card.pdf	Debtor ID & SSN	2024-10-16	Yes	ModifySubmit

Rows per page: 101-2 of 2

Submit All

Submitted to Trustee

Documents that have been submitted to the Trustee.

Document	Document Type	Required?	Note	PII	Date Submitted	Rejected?
No Document	Tax Returns	Yes	REASON: No tax return	Yes	2024-10-09	No

Rows per page: 101-1 of 1

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