

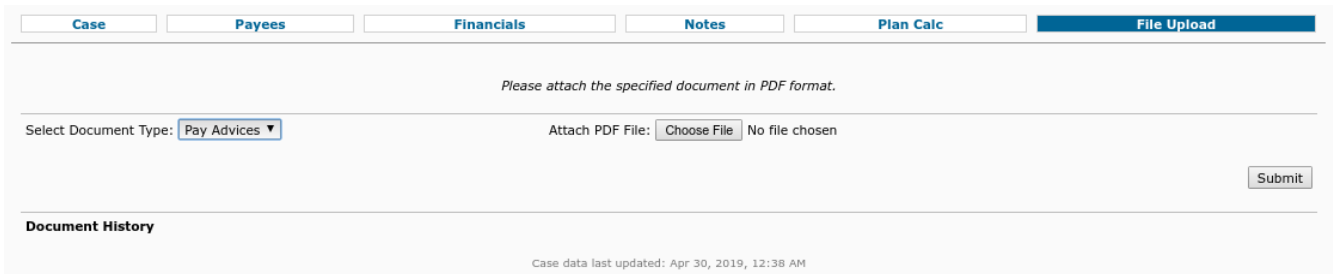
Submitting Documents to the Trustee through the Trustee's Web Site

The Trustee has added a facility to the web site to allow the secure electronic submission of tax return and pay advice documents by debtors' attorneys. Attorneys can submit these documents through the web site using their existing credentials. Files are encrypted immediately upon submission, and decrypted only upon receipt within the Trustee's office. At this time only tax returns and pay advice documents may be submitted to the Trustee using this method. **This facility is only available to web site accounts associated with debtor counsel.**

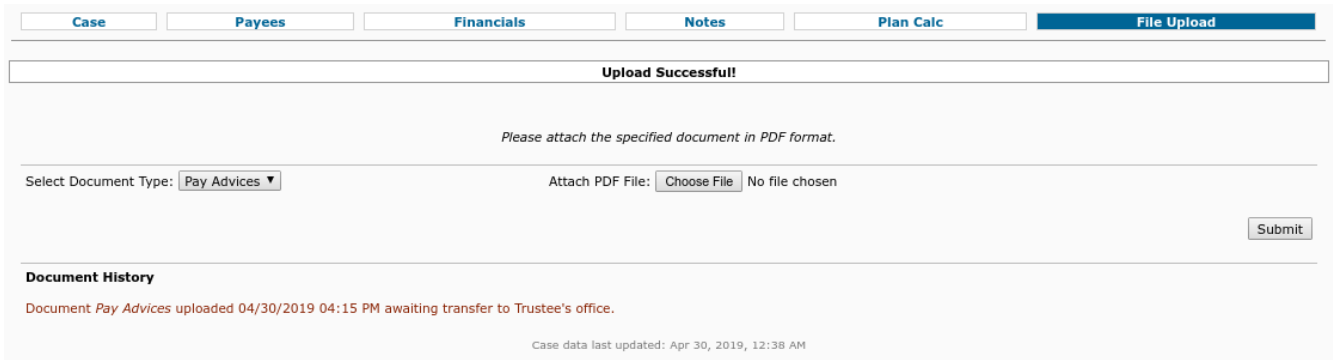
To submit a document through the web site, first access the associated case via the usual methods, either by entering a case number or using the web site's search functions. Once the main case summary screen appears, you should notice a new "File Upload" link on the right side of the upper button bar:



Click the "File Upload" link. You will be presented with a form where you select what kind of document you are submitting (pay advices or tax returns), then select a PDF file for upload, and finally click the Submit button to upload the file:



Once the file is uploaded, you will receive a confirmation message, and the Document History for the case will be updated with the document status:



Once the document has been transferred from the web site to the Trustee's office (the transfer process occurs at least daily), the document history will be updated accordingly.

All files submitted through the web site must be in PDF format.

Please redact Social Security Numbers and dependent names before submission.

Please note that to best safeguard the personal information of which the Trustee is a custodian, the Trustee will not accept tax return or pay advice documents via email. The Trustee also will not accept tax returns or pay advice documents via fax.