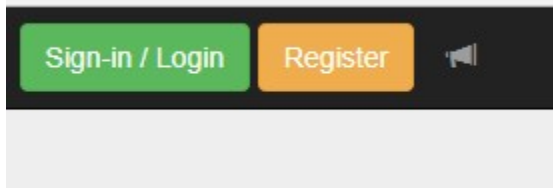


[Bkdocs.us – Submitting Documents to the Trustee’s Office of Gregory D. Stefan](https://bkdocs.us)

Register by clicking the Register button at the top of the <https://bkdocs.us> homepage.

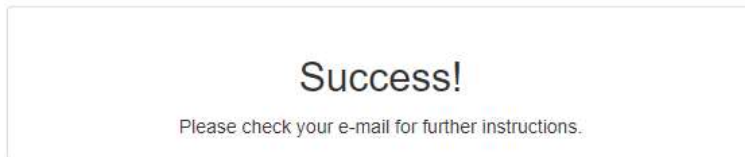


Provide your email address to begin account registration and click register.

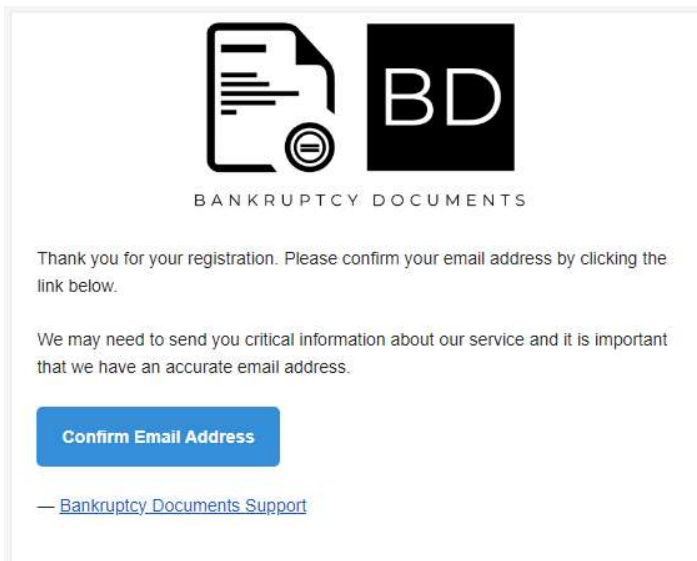
Provide your e-mail address to begin account registration. After receiving the e-mail verification, click the link in the message to enter your account details.

A registration form with a white background and a thin border. It contains an 'E-Mail:' label followed by a text input field. Below the input field is a 'Register' button.

After you click register you will get this message:



You will receive an email from donotreply@msg.bkdocs.us (check your spam folder). Open the email and click Confirm Email Address:



You then will be taken to the registration page. Complete the registration and create a password:

Your registration is almost complete. Use the form below to provide your account details to complete registration.

Username:	<input type="text" value="redacted@gmail.com"/>
Account Type:	<input type="text" value="Attorney"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Company / Firm:	<input type="text"/>
	<small>Multiple entities on separate lines.</small>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="Alabama"/>
Zipcode:	<input type="text"/>
Telephone:	<input type="text" value="(123) 456-7890"/>
Registration:	<input type="text" value="08/31/2023"/>
Timezone:	<input type="text" value="(GMT -5:00) Eastern Time"/>

Passwords:
Must be at least 8 characters in length;
Must contain at least one (1) number;
Must contain at least one (1) Uppercase letter.

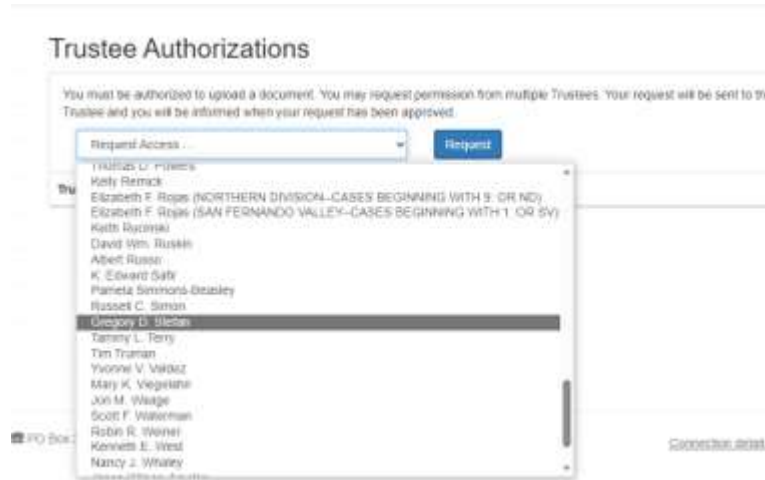
Password	<input type="text"/>
Repeat	<input type="text"/>

You receive a message stating that your registration is complete, choose Request Trustee Access (Recommended) to request access for the first time to Gregory D. Stefan's document portal:

Your registration is complete! You may choose to request access from a Trustee or proceed to the main landing page.

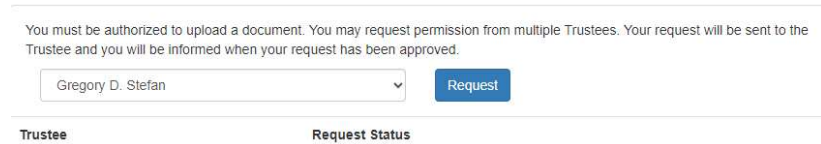
Request Trustee Access (Recommended)	Proceed to Filer Home
--	---------------------------------------

Trustees will appear in alphabetical order according to their last name. Scroll down and choose Gregory D. Stefan:

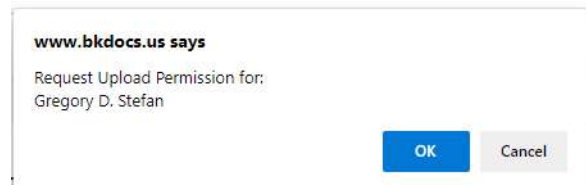


Then hit Request:

Trustee Authorizations



Then click OK:



You then will get a message that your request is pending:

Trustee	Request Status
Gregory D. Stefan	Pending

Once the Trustee approves your request, you will receive an email advising you of the approval.

Bankruptcy Documents Trustee Approval.

YOU'VE BEEN APPROVED! You have been approved to upload documents with **Gregory D. Stefan.**

Bankruptcy Documents Trustee Approval

You have been approved to upload documents with your Trustee, **Gregory D. Stefan.** You may begin uploading documents to your Trustee immediately. Login to Bankruptcy Documents now using the button below.

Login Now

Contact Info:

&

Email: support@bkdocs.us

Address: P.O. Box 31244 Alexandria, VA 22310

Please note that you only need to register once to upload documents to the Office of Gregory D. Stefan, Chapter 13 Trustee.

After your registration is approved, you may login to bkdocs.us to upload documents. On the Welcome screen, choose the Document Upload link:

Home

Welcome, Gregory Stefan to Bankruptcy Documents.

[Bankruptcy Documents](#) Version 2.13.2

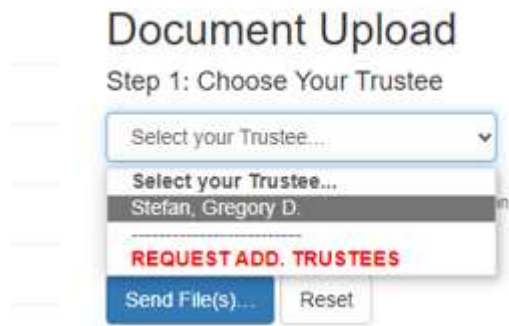
Our new site provides an easy to navigate and modern design to our software. Using the controls to the left, you may:

- [Document Upload](#)
- [Trustee Authorizations](#)
- [Documents Report](#)
- [and Update your Account Information](#)

New features are being added all the time check your Inbox regularly for notices from Bankruptcy Documents about upcoming features. Be sure to whitelist our email, support@bkdocs.us, in your SPAM filtering software so you don't miss important notices.

Not sure where to start? Review our [Getting Started](#) guide for more information on registration, Trustee access, document history, and more!

Select Stefan, Gregory D. from the drop down arrow:



The screenshot shows the 'Document Upload' section of a web application. The title 'Document Upload' is at the top, followed by the subtitle 'Step 1: Choose Your Trustee'. Below this is a dropdown menu with the placeholder text 'Select your Trustee...'. The dropdown is open, showing a list of trustee names. The name 'Stefan, Gregory D.' is highlighted in a dark grey bar. Below the dropdown is a red button with the text 'REQUEST ADD. TRUSTEES'. At the bottom of the form are two buttons: a blue 'Send File(s)...' button and a white 'Reset' button.

Proceed to select a file in Step 2 and identify your file in Step 3. In Step 3, you must enter the appropriate case number and select a Document Type. The available Document Types are (1) Auto Insurance, (2) Engagement and Initial Consultation Letters, (3) Identification, (4) Other Support Documents, (5) Pay Statements, (6) Real Estate Tax Assessment, (7) Social Security Number, (8) Tax Returns, (9) Trustee Questionnaire, and (10) W-2s and 1099s. You may also type in an optional document description not to exceed 140 characters. After doing so, check the "I accept" box with regard to redaction requirements, and hit send.

Document Upload

Step 1: Choose Your Trustee

Stefan, Gregory D.

To change Trustee click the "Remove default" button.

Step 2: Select or Drag & Drop Your File(s)

You may select or drag & drop one or as many as ten documents at one time. You may also perform multiple selections by clicking the "Browse..." button repeatedly. However you select your file(s), you may have no more than ten files in queue at one time.

Trustee_Questionnaire_Blank.pdf

Maximum file upload size 10 MB as set by Trustee.
Accepted document types are: Adobe Portable Document Format (PDF), JPEG images, Portable Network Graphics

Step 3: Identify Your File(s)

Click on the file name to expand the section and provide details for each file. Once all the details are provided for each file the individual panel will turn green.

QUEUE: 1

Trustee_Questionnaire_Blank.pdf ✓

GREGORY D. STEFAN - SUSPENSE & ADJUSTMENT
CHAPTER 13 TRUSTEE SUSPENSE & ADJUSTMENT

Cases may take 3-5 business days to be sent from the Trustee.

2300000 Trustee Questionnaire [3981]

Document description (max. 140 characters)

You have 140 characters remaining.

Please Read

It is the filer's responsibility to verify that all but the last four digits of debtor(s)'s social security numbers and the social security numbers and other personally identifiable information with regard to minor children have been permanently redacted. The attorney assumes complete responsibility for the redaction of such numbers and information on documents input into the system. The Trustee shall not be liable to anyone for the failure of the attorney to redact such numbers and information.

I accept

You then will get a message that the file was uploaded successfully and a link to access a receipt:

Document Upload

Trustee_Questionnaire_Blank.pdf

100% 

File uploaded successfully.
THIS IS NOT A CONFIRMATION/RECEIPT OF ACCEPTANCE!
Get an upload certification for document serial DOC130000000003878021 (this link expires after 5 minutes)

[Upload Additional Files](#)