The background of the entire page is a photograph of a silver laptop keyboard and a white notebook with blue horizontal lines, resting on a light-colored wooden desk. The laptop keyboard is the central focus, with keys like 'ESC', 'F1-F12', 'TAB', 'CAPS LOCK', 'SHIFT', 'FN', 'ALT', 'OPTION', and 'COMMAND' visible. The notebook is in the bottom foreground, partially cut off.

MyCaseInfo® Quick-Start Guide

An online bankruptcy questionnaire

MyCaseInfo is designed to help facilitate the process of preparing a bankruptcy case. It provides a secure and easy way to complete an online questionnaire with tools that allow you to communicate with your attorney.

FOLLOW THESE EASY STEPS TO BEGIN

Gather Your Documents

It will make it easier to complete the questionnaire if you collect the following items before you begin:

- Recent pay stubs from all jobs
- Credit card statements
- Mortgage documents
- Loan and lease documents
- Any papers relating to prior bankruptcies
- Separation or divorce papers
- Letters from lenders or collections agencies
- Letters from attorneys
- Lawsuits
- Foreclosure documents
- Repossession notices
- Deeds to real estate
- Inventory of your personal property, including household furnishings

Login to MyCaseInfo

Go to www.mycaseinfo.com. Enter the username (your email address) and password from the MyCaseInfo email invitation you received. If you forgot your password, you can reset it easily. Here's how:

1. Click **Forgot your password?**
2. Enter the email address associated with your account and click **Send**.
3. A new password is sent to your email address.

Login Page: Enter your username (email address) and your password to access your MyCaseInfo account.

Confirm Registration

The first time you login you will be required to confirm your registration.

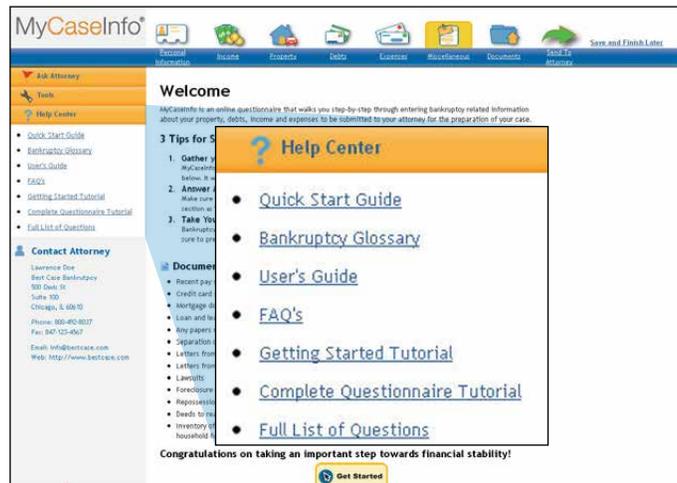
1. Read the Notice to Consumer Debtor(s) under Section 342(b) of the Bankruptcy Code and the Important Information about Bankruptcy Assistance Services from an Attorney or Bankruptcy Petition Preparer.
2. After reading the notices, check both boxes and click **Register**.

Confirmation Page: Prior to using MyCaseInfo you will need to confirm your registration. Click **Register** to proceed.

Review the Help Center

The Help Center assists you in completing the questionnaire. Click the orange **Help Center** link on the left sidebar anytime to access:

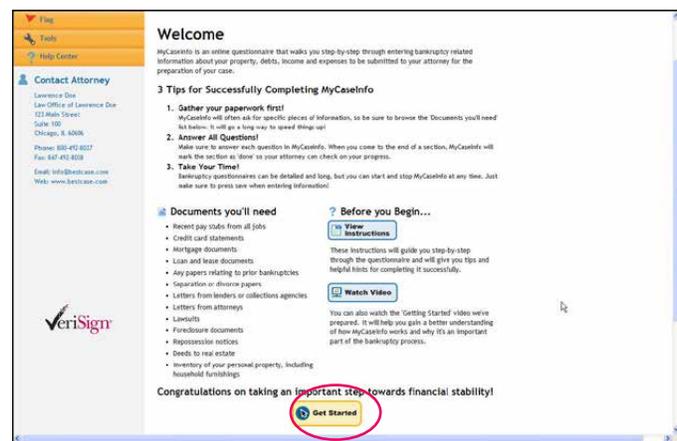
- **User's Guide** – Tips and instructions on how to complete the online bankruptcy questionnaire.
- **Bankruptcy Glossary** – Terms and definitions related to bankruptcy cases.
- **FAQ's** – Answers to the most frequently asked questions from MyCaseInfo users.
- **Getting Started Web Tutorial** – An Instructional video on how to complete the questionnaire and send to your attorney.
- **Complete Questionnaire Tutorial** - This video guides you through navigating, completing the questionnaire, reviewing your information entered and submitting your questionnaire.



Help Center: Click Help Center to display helpful tools that can assist you in completing the questionnaire.

Start the Bankruptcy Questionnaire

Click **Get Started** to begin. If you have questions, check the **Help Center** for information or contact your attorney.



The MyCaseInfo Home Page: Once you login and register, you are brought to the Home Page and are ready to begin the questionnaire.

IF YOU HAVE ADDITIONAL QUESTIONS, PLEASE CONTACT YOUR ATTORNEY.