## Faye D. English

Chapter 13 Trustee Southern District of Ohio Eastern Division One Columbus 10 West Broad Street, Suite 900 Columbus, Ohio 43215-3449 Telephone (614) 420-2555 Facsimile (614) 420-2550 www.ch13columbus.com

## REGISTRATION INSTRUCTIONS FOR USE OF WWW.13DOCUMENTS.COM

## **REGISTRATION:**

Go to <u>www.13Documents.com</u>

- 1. Click "Register" at the top of the page
- 2. Fill out all information on the Basic Information page, and click Next Step
- 3. Fill out information on Complete Information page and hit Submit.

4. You should then receive an email from <u>dnr@13documents.com</u>. Click the longer of the two links in this email to activate your account.

5. Once the link is clicked, it will prompt you for a password. Enter a password and hit Submit.

6. Log into the page using your email address that you registered with, and the password you just created.

7. Click the link that says "Request Trustee Upload Permission"

8. Choose Trustee English and click "Request Access". Green text should appear that states you have successfully requested Trustee Approval.

9. Once your login has been approved, you will receive another email from <u>dnr@13documents.com</u> stating that your access has been approved.