

**CREDITOR -- Quick Reference Guide**

**Reaffirmation Agreement**

Step	Action
1	Click on the <b>Bankruptcy</b> hyperlink
2	Click <b>Reaffirmation Agreement (creditor)</b>
3	Enter the case number(s) - click <b>NEXT</b>
4	Verify case number(s) and debtor name(s) - <b>Select</b> Reaffirmation Agreement (Creditor) if debtor is represented by an attorney or Reaffirmation Agreement pro se (Creditor) if the debtor is not represented by an attorney- click <b>NEXT</b>
5	<p>Click the <b>BROWSE</b> button beside the debtor’s case number and name to launch the Adobe Acrobat Reader. Locate and verify the document you wish to attach for this debtor. <b>Select</b> the correct <b>PDF</b> and click <b>Open</b>. If more than one debtor is listed click the Browse button beside each debtor and follow the previous steps.</p> <p><b>NOTE:</b> To view the document select the correct <b>PDF, Right Click, and Click Open</b></p> <p>Enter Name of Creditor - click <b>NEXT</b></p>
6	Click - <b>NEXT</b>
7	<p>At <b>Docket Text: Final Text</b> screen verify that the text is correct -                      If correct - click <b>NEXT</b>                      If incorrect - click the browser <b>BACK</b> button until you find the error(s) and proceed with the event.</p>
8	The Notice of Electronic Filing screen appears and your transaction is complete.