

**CREDITOR – Quick Reference Guide**

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**Reaffirmation Agreement**

<b>Step</b>	<b>Action</b>
1	Click on the <b>Bankruptcy</b> hyperlink
2	Click <b>Reaffirmation Agreement (creditor)</b>
3	Enter the case number – 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	Click <b>BROWSE</b> on the PDF Document Selection screen to launch the Adobe Acrobat Reader. Locate and Verify the document you wish to attach to this entry – click <b>Open</b> to attach the correct PDF. Leave <b>Attachments to Document</b> as <b>No</b> – click <b>NEXT</b> .  <b>NOTE:</b> To view the document select the correct <b>PDF</b> , <b>Right Click</b> and <b>Click Open</b>  Enter Name of Creditor – click <b>NEXT</b>
6	Click - <b>NEXT</b>
7	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
8	The Notice of Electronic Filing screen appears and your transaction is complete.