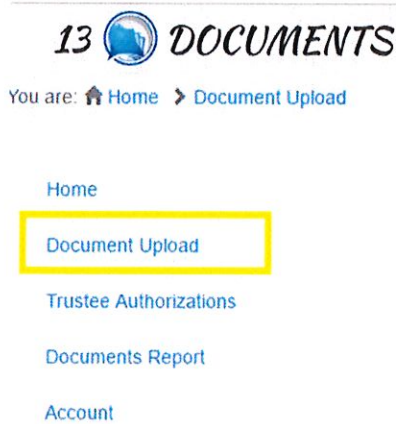


# 13 Documents Uploading EFT Documents

1. Once you have logged in to 13 Documents click on the “Document Upload” link.



2. This will take you to the Document Upload page. “Step 1: Choose Your Trustee” should show “Micale, Christopher” as the default.
3. Click on the “Browse” button to select the file(s) that you want to upload. You **must** enter this case number (**1234567**) and choose the Document Type **EFT Documentation [3267]** for all EFT file(s) that you are uploading. Once all details have been entered you will need to check the box next to “You must agree to the stated redaction rules” and then click the “Send Files” button.

## Document Upload

### Step 1: Choose Your Trustee

Micale, Christopher

Change Trustee

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.

Browse... 1234567 EFT Documents.pdf

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

### 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

1234567 EFT Documents.pdf ✓

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

1234567 EFT Documentation [3267]

Place any notes here!

4. The next screen will show that the upload was successful.

## Document Upload

1234567 EFT Documents.pdf

100%



File uploaded successfully.

**THIS IS NOT A CONFIRMATION/RECEIPT OF ACCEPTANCE!**

Get an upload certification for document serial [DOC13000000001873089](#) (this link expires after 5 minutes)

[Upload Additional Files](#)

5. Also on this screen you can click on the DOC link to print a "Certification of Document Receipt"

## Certification of Document Receipt

13 DOCUMENTS HAS RECEIVED YOUR FILE

**Document serial number: DOC13000000001873089**

This is the serial number which has been assigned to your document. Use the serial number to reference this upload with the Trustee or 13 Documents staff.

**Case Number: 1234567**

[Print](#)

**Original Filename:** [1234567 EFT Documents.pdf](#)  
**Received Date:** Tuesday, January 28th 03:14:54 PM (local)  
**Document Type:** EFT Documentation  
**Uploaded by:** Log Mein <lmi@ch13wdva.com>  
**In-Transit for:** Christopher Micale  
105 Franklin Rd SW STE 110  
Roanoke, VA 24011  
[P:](#) +1 (540) 342-3774

*13 Documents does not make any guarantee to the accuracy of the information provided by the filer for any purpose.*