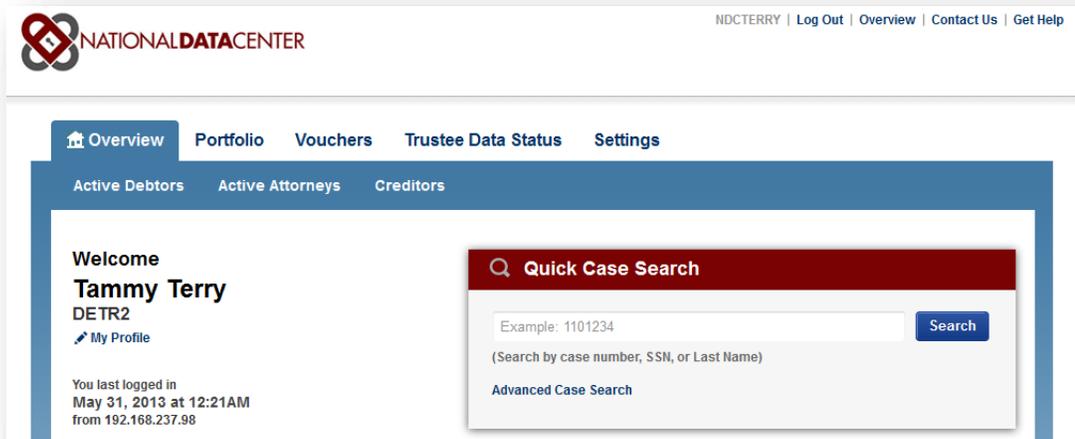


Getting started with Debtor Attorney access

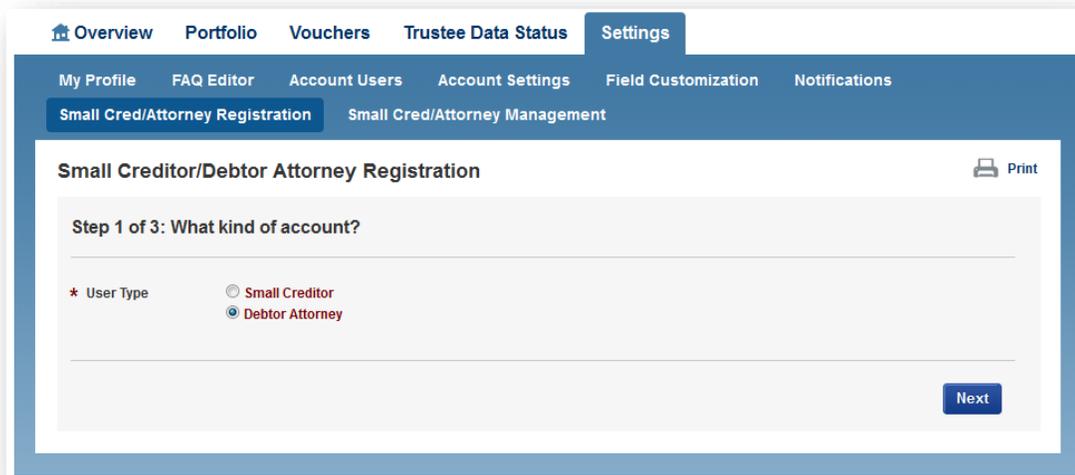
Step 1

Login to the NDC's main website (www.ndc.org) with your trustee-level account, and select the Settings tab from the overview page:



Step 2

Press the Small Cred/Attorney Registration button, then select Debtor Attorney from the menu, you should see a page that looks like the one below, then press the Next



Step 3

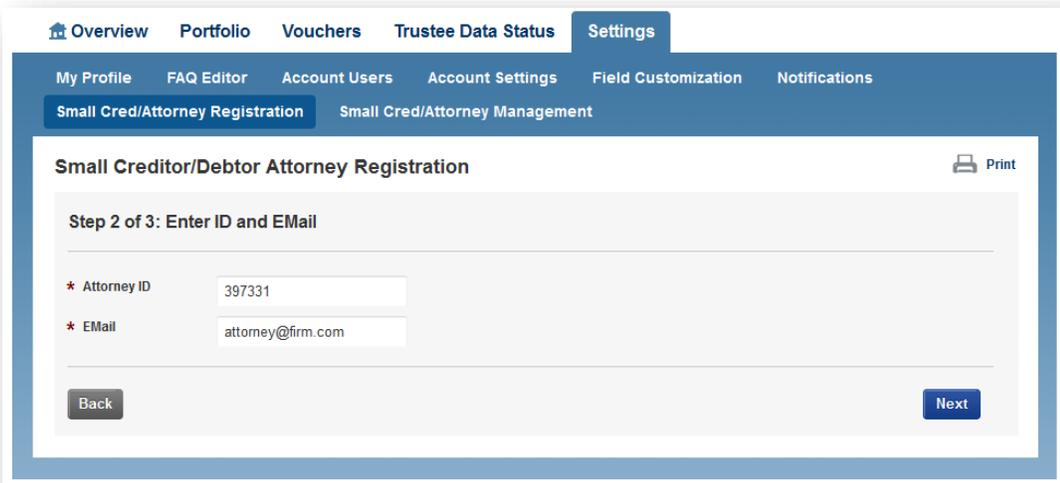
To use the correct AttorneyID, use the ID from your home system (TNG, CasePower, or TrustWin) that is the main ID identifier for the attorney. Note if there are several IDs which identify this attorney, use just one, we can merge additional IDs later.

For the Email entry, use the main email for the firm. Note the NDC system is very sensitive to the email address entered here.

- 1) If this is a new email address that the NDC system has never seen before, the next screen will ask you more detailed information as it will try to set up an Account for the Debtor Attorney firm
- 2) If this email address has been entered previously (even by another trustee), the next screen will simply ask you for the account to merge with.

Step 4a

For our example we'll enter a new email address with a creditorID for the firm John Steinbrenner LLC, we know from our home system that the ID is 397331 and their primary email address for the firm is attorney@firm.com



The screenshot shows a web application interface with a navigation menu at the top. The 'Settings' tab is active, and within it, 'Small Creditor/Attorney Registration' is selected. The main content area is titled 'Small Creditor/Debtor Attorney Registration' and includes a 'Print' icon. Below the title, it says 'Step 2 of 3: Enter ID and EMAIL'. There are two input fields: one for 'Attorney ID' containing '397331' and one for 'Email' containing 'attorney@firm.com'. At the bottom of the form, there are 'Back' and 'Next' buttons.

Since this is an unrecognized email address the NDC system will take you to the next page which is to setup a complete Account record for the attorney:

[Overview](#)
[Portfolio](#)
[Vouchers](#)
[Trustee Data Status](#)
[Settings](#)

[My Profile](#)
[FAQ Editor](#)
[Account Users](#)
[Account Settings](#)
[Field Customization](#)
[Notifications](#)

[Small Cred/Attorney Registration](#)
[Small Cred/Attorney Management](#)

Small Creditor/Debtor Attorney Registration

Print

Step 3 of 3: Registration

Number of Cases for this Creditor: 40

* First Name:
 * Last Name:
 * Username:
 * Confirm Username:

* Attorney Firm Name:
 * Address Line 1:
 Address Line 2:
 * City:
 * State:
 * Zip:
 * Phone:
 Website:

Press the Finish button and you'll be taking to the Small Cred/Attorney Management Screen:

[Overview](#)
[Portfolio](#)
[Vouchers](#)
[Trustee Data Status](#)
[Settings](#)

[My Profile](#)
[FAQ Editor](#)
[Account Users](#)
[Account Settings](#)
[Field Customization](#)
[Notifications](#)

[Small Cred/Attorney Registration](#)
[Small Cred/Attorney Management](#)

Small Creditor/Debtor Attorney Management

Export Print

Creditor ID	Customer Name	Account Type	# Cases	Created By	Date Created	
16670	National Data Center	Small Creditor	10816	NDCTERRY	5/3/2013 7:23:28 PM	Delete
812	Dowe Cheatem & Howe	Debtor Attorney	85	NDCTERRY	5/3/2013 6:59:50 PM	Delete
73809	shapiro ruppenthal	Debtor Attorney	22	NDCTERRY	5/14/2013 4:33:28 PM	Delete
76333	shapiro ruppenthal	Debtor Attorney	22	NDCTERRY	5/14/2013 4:30:53 PM	Delete
397331	John Steinbrenner LLC	Debtor Attorney	40	NDCTERRY	6/4/2013 11:00:05 AM	Delete

The attorney will receive an email similar to the one below, and they can setup their password:

To: [redacted]@al.com
Cc:
Bcc:
Subject: Confirm your registration

Body: Welcome to the National Data Center. Your username is: ddowe.

Please enter the link below into your browser to set your password and complete your registration:
<http://192.168.200.200/default.aspx?request=dabd0d37-271d-44c8-b33d-de7b38c150f2&token=8f58d940-61b1-491c-a94a-c76860c54097>

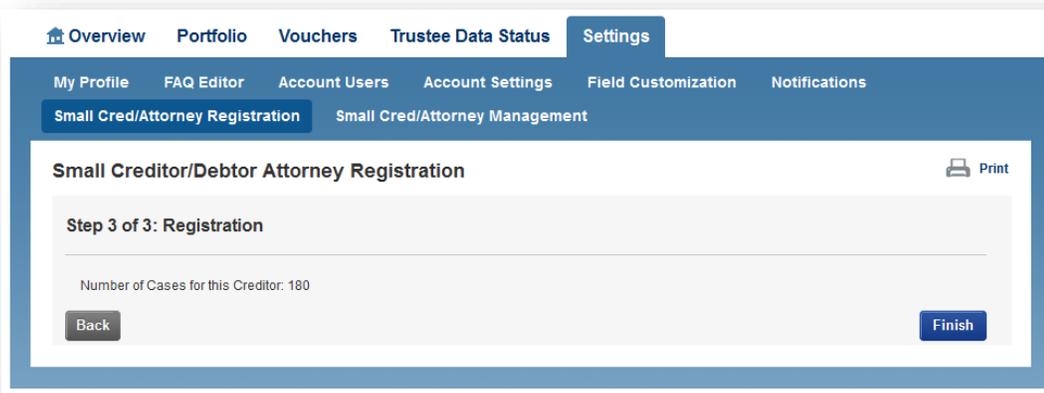
Once the attorney completes the registration process as instructed by the email, they will be fully set up to log in to the NDC site.

Step 4b – Merge

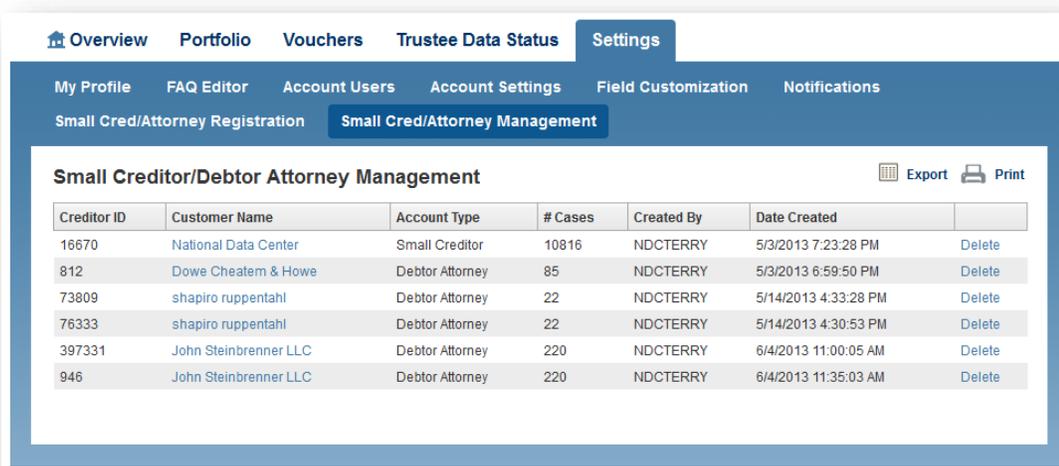
If you'd like to combine two or more IDs into the same master Account then simply use the Small Cred/Attorney Registration screen, enter the ID you'd like to merge (in this example it's 946) and the **same email address** of the master Account (attorney@firm.com):

The screenshot shows a web application interface for "Small Creditor/Debtor Attorney Registration". The navigation bar includes "Overview", "Portfolio", "Vouchers", "Trustee Data Status", and "Settings". Under "Settings", there are sub-menus for "My Profile", "FAQ Editor", "Account Users", "Account Settings", "Field Customization", and "Notifications". The current page is "Small Creditor/Debtor Attorney Registration", with a sub-menu for "Small Creditor/Attorney Management". The main content area is titled "Small Creditor/Debtor Attorney Registration" and includes a "Print" icon. The step is "Step 2 of 3: Enter ID and EMail". There are two input fields: "Attorney ID" with the value "946" and "EMail" with the value "attorney@firm.com". There are "Back" and "Next" buttons at the bottom.

The NDC system will recognize this address as belonging to an Account and will calculate the number of cases that will be added in the Merge:



Press the Finish button to add these cases to the master Account. This will take you to the Small Cred/Attorney Management screen showing the two sets of IDs that will be linked to the Account 'John Steinbrenner LLC':

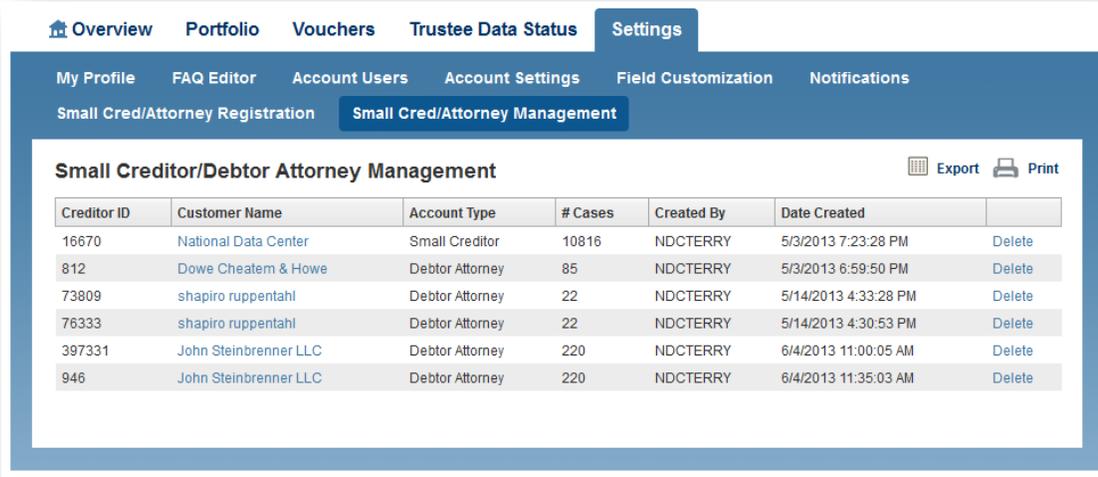


Notes – Merge

- You can merge as many IDs together as you need. The key to merging is using the same email address.
- You can merge across trustee offices, for example if an attorney needs to manage their clients' cases that are spread amongst two trustee offices then each office can use the Small Cred/Attorney Registration function and as long as both offices use the same email address the NDC system will merge the IDs and the cases linked to each ID into a single Account, thus the attorney can access all of the cases with their login.
- Because the NDC system creates accounts, the attorney should provide to you a master email address used for the firm, and then login to the NDC site, and create individual usernames for each attorney. The NDC system does not use names as listed in the data, rather the IDs. We understand that sometimes the case is set up to indicate the individual attorney rather than the firm, and this certainly can be accommodated if you simply want to give each attorney their own account. However Accounts cannot be merged.

Small Cred/Attorney Management - Detail

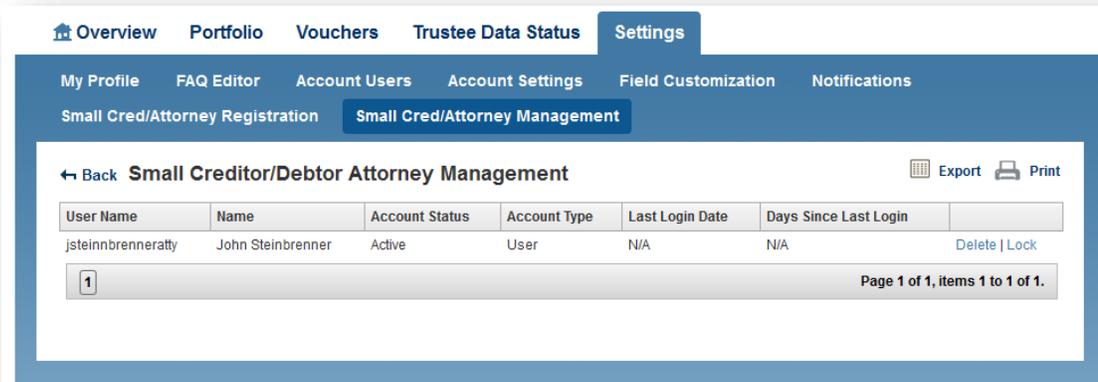
Use this button to manage all of the Debtor Attorney (and Small Creditor) Accounts you've created. Because each Account can have several users, click on the Customer Name to take you to the detail screen for the Account



The screenshot shows the 'Small Creditor/Debtor Attorney Management' screen. The navigation bar includes 'Overview', 'Portfolio', 'Vouchers', 'Trustee Data Status', and 'Settings'. Below the navigation bar, there are tabs for 'My Profile', 'FAQ Editor', 'Account Users', 'Account Settings', 'Field Customization', and 'Notifications'. The main content area is titled 'Small Creditor/Debtor Attorney Management' and features a table with the following data:

Creditor ID	Customer Name	Account Type	# Cases	Created By	Date Created	
16670	National Data Center	Small Creditor	10816	NDCTERRY	5/3/2013 7:23:28 PM	Delete
812	Dowe Cheatem & Howe	Debtor Attorney	85	NDCTERRY	5/3/2013 6:59:50 PM	Delete
73809	shapiro ruppenthal	Debtor Attorney	22	NDCTERRY	5/14/2013 4:33:28 PM	Delete
76333	shapiro ruppenthal	Debtor Attorney	22	NDCTERRY	5/14/2013 4:30:53 PM	Delete
397331	John Steinbrenner LLC	Debtor Attorney	220	NDCTERRY	6/4/2013 11:00:05 AM	Delete
946	John Steinbrenner LLC	Debtor Attorney	220	NDCTERRY	6/4/2013 11:35:03 AM	Delete

For example after clicking on John Steinbrenner LLC we have the detail screen below:



The screenshot shows the detail screen for John Steinbrenner LLC. The navigation bar and tabs are the same as in the previous screenshot. The main content area is titled 'Small Creditor/Debtor Attorney Management' and features a table with the following data:

User Name	Name	Account Status	Account Type	Last Login Date	Days Since Last Login	
jsteinnbrenneratty	John Steinbrenner	Active	User	N/A	N/A	Delete Lock

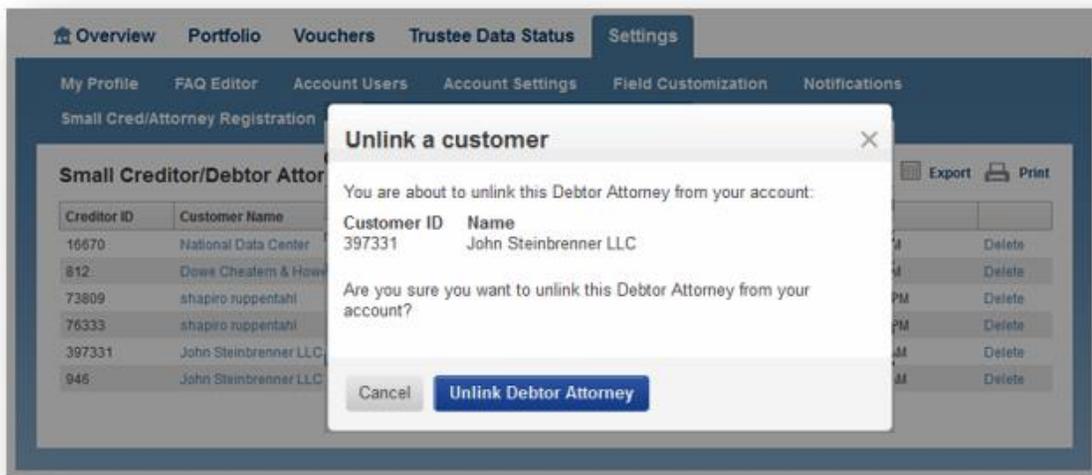
Page 1 of 1, items 1 to 1 of 1.

Using the detail Management screen you can Delete or Lock an Account user

- **Delete:** will delete the user completely. The user is no longer recognized as a valid login to the NDC site
- **Lock:** will lock the user account, so that the user will receive an Account Locked message should they try to log in to the NDC site.

Small Cred/Attorney Management - Delete

With the Small Cred/Attorney Management screen you can Delete (also called unlink) a CreditorID for access to cases by using the Delete link on the right side of the grid. Pressing the link will pop up the confirmation:



If you press Unlink Debtor Attorney, the account (in the example above) will no longer have access to those cases which were associate to the CreditorID (in this case CreditorID 397331). Note if we had several CreditorIDs that were associated with John Steinbrenner only the cases associated with the CreditorID would be removed from access, in this example the cases linked to CreditorID 946 would remain and would be available to any member of the account for John Steinbrenner LLC.