

REGISTRATION INFORMATION

Thank you for your interest in the Trustee's free online Financial Management course.

For joint cases, each debtor must complete the course separately and use a separate email address.

This is the information necessary for registering:

- 1) The website is www.13class.com.
- 2) Trustee Identifier Number (enter **078** after **TEN13** which is already printed in the box),
- 3) name as it appears **exactly** on the bankruptcy petition,
- 4) case number,
- 5) an email address,
- 6) last four of the Social Security number. (This number is used for identity verification so it must be typed in again sometime during the course.)
- 7) Must choose "Yes" for certificate needed (TEN will file the certificate with the Court.)
- 8) Must create a Username and Password. (Write this down as you will need it to log-in.)
- 9) Must accept Terms and Conditions.
- 10) Attorney last name and email address can be provided. You may want to have your bankruptcy paperwork nearby as the course refers to some of the Schedules. (optional)
- 11) After registering, a message containing a link will be sent to the email address provided. The link must be clicked which confirms the registration.

There are video tutorials including one for registration which may be helpful. Contact Technical Support through the site if you experience any problems. Please complete an evaluation at the end of the course.

