INSTRUCTIONS FOR DEBTORS TO CONNECT TO THE TRUSTEE'S 341 ZOOM PORTAL

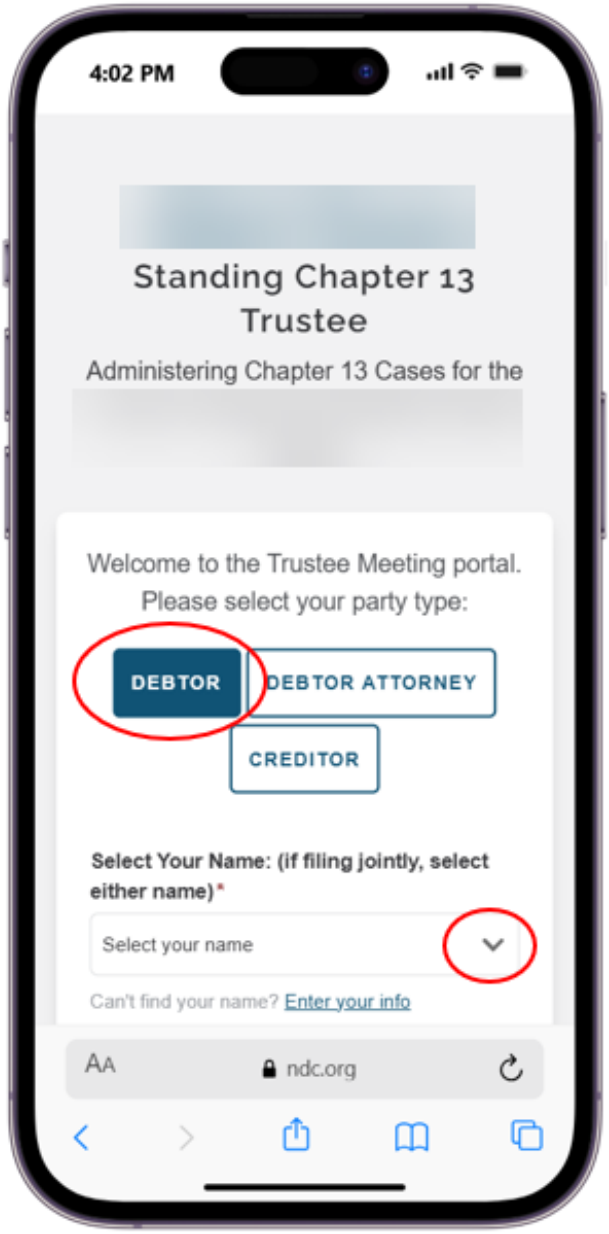
The Trustee's 341 Zoom Portal is a simplified way to connect to your Zoom 341 Meeting. Follow the instructions, below, to connect.

Visit: www.ndc.org/zoom/DETR1

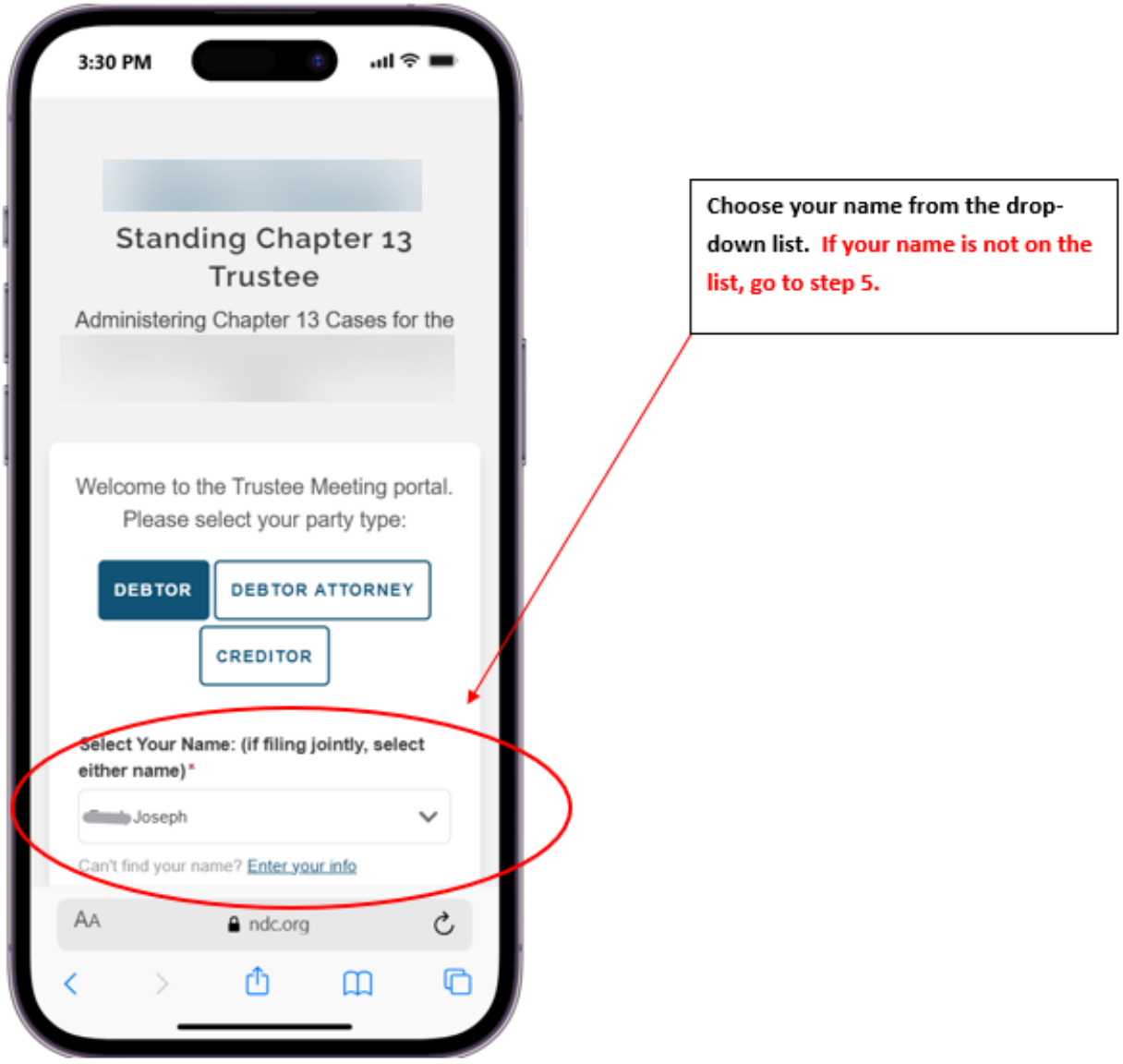
1. Open your web browser on your computer or smartphone and go to the Trustee's NDC zoom portal.

Scroll for further instruction

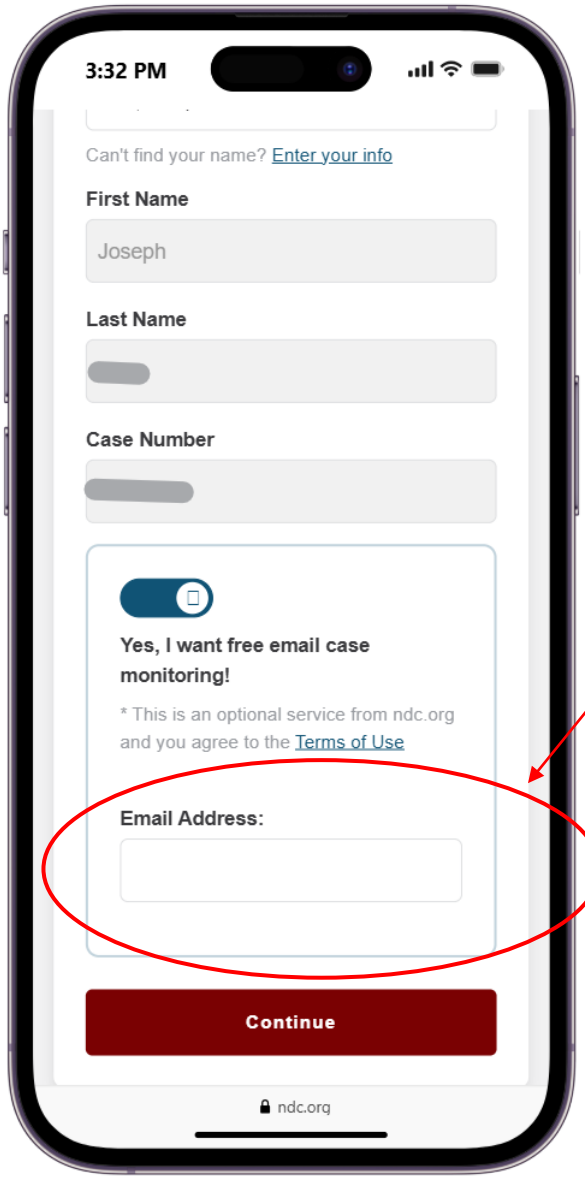
2. Make sure that the party type of **DEBTOR** is highlighted, then click the down arrow in the box next to the words 'Select Your Name'



3. Choose your name from the drop-down list. This will fill in your information. If your name is not on the list, go to step 5.

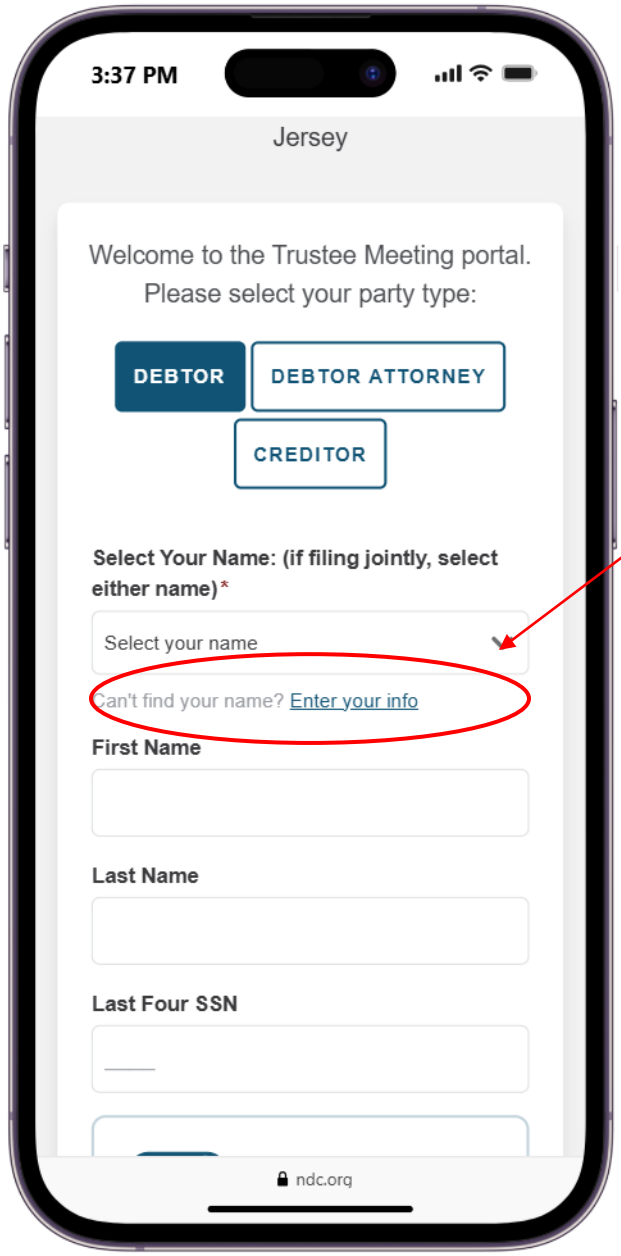


4. If you would like to set up a free case monitoring account with the National Data Center (www.ndc.org), enter your email address.

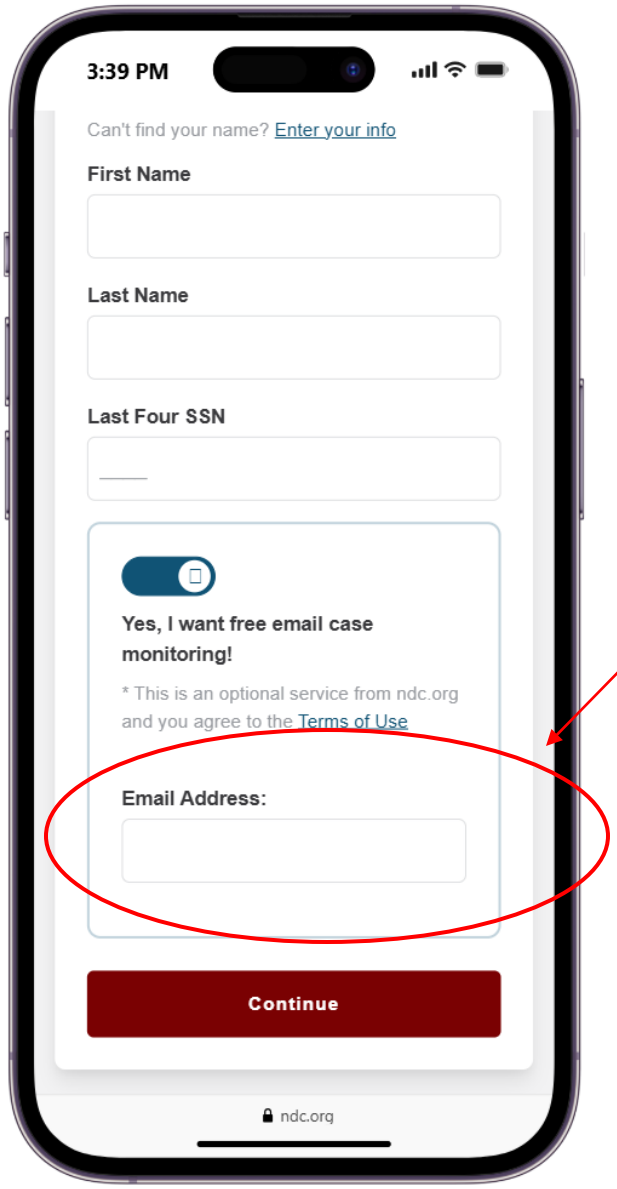


Use the toggle button to set up your free account at the National Data Center. If you choose yes, enter your email address here.

5. If your name is not on the list, click the **Enter your info** link and enter your first name, last name and the last 4 of your Social Security Number. If you would like to set up a free case monitoring account with the National Data Center (www.ndc.org), enter your email address.



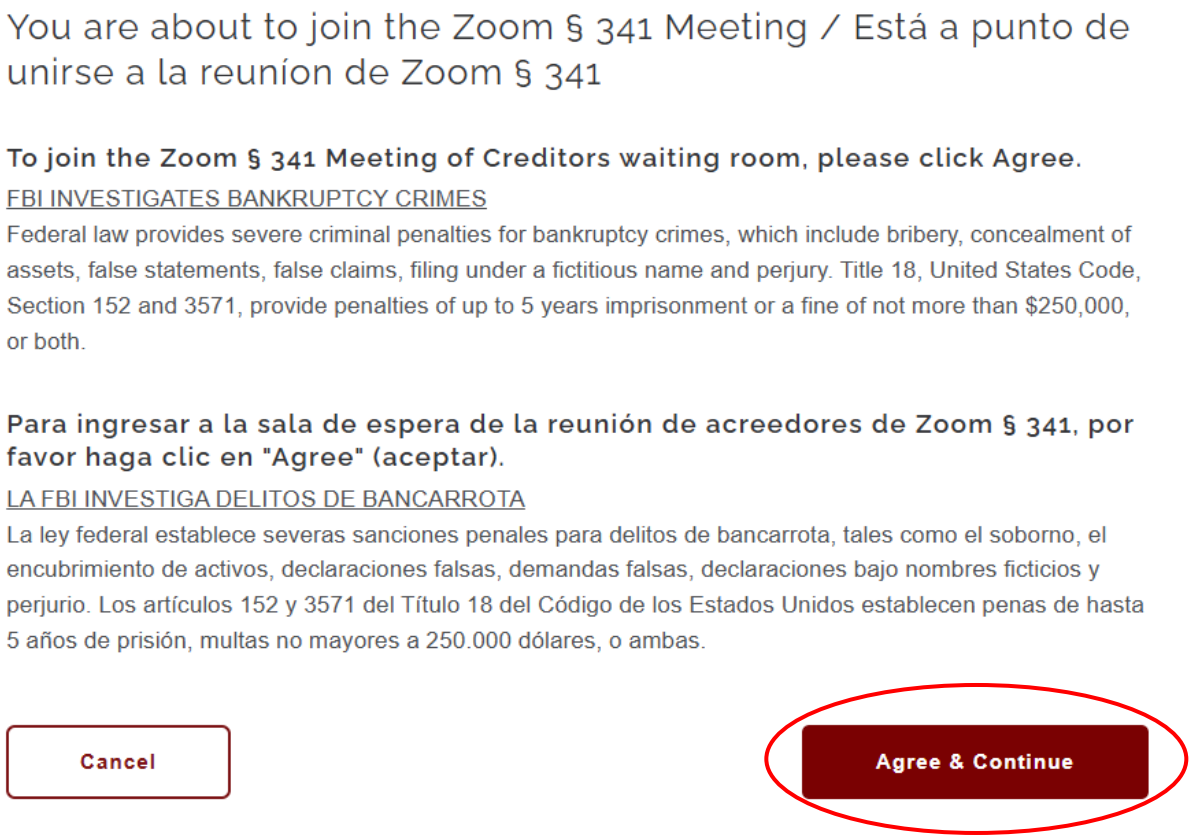
Can't find your name in the drop-down list? Click here to enter it manually.



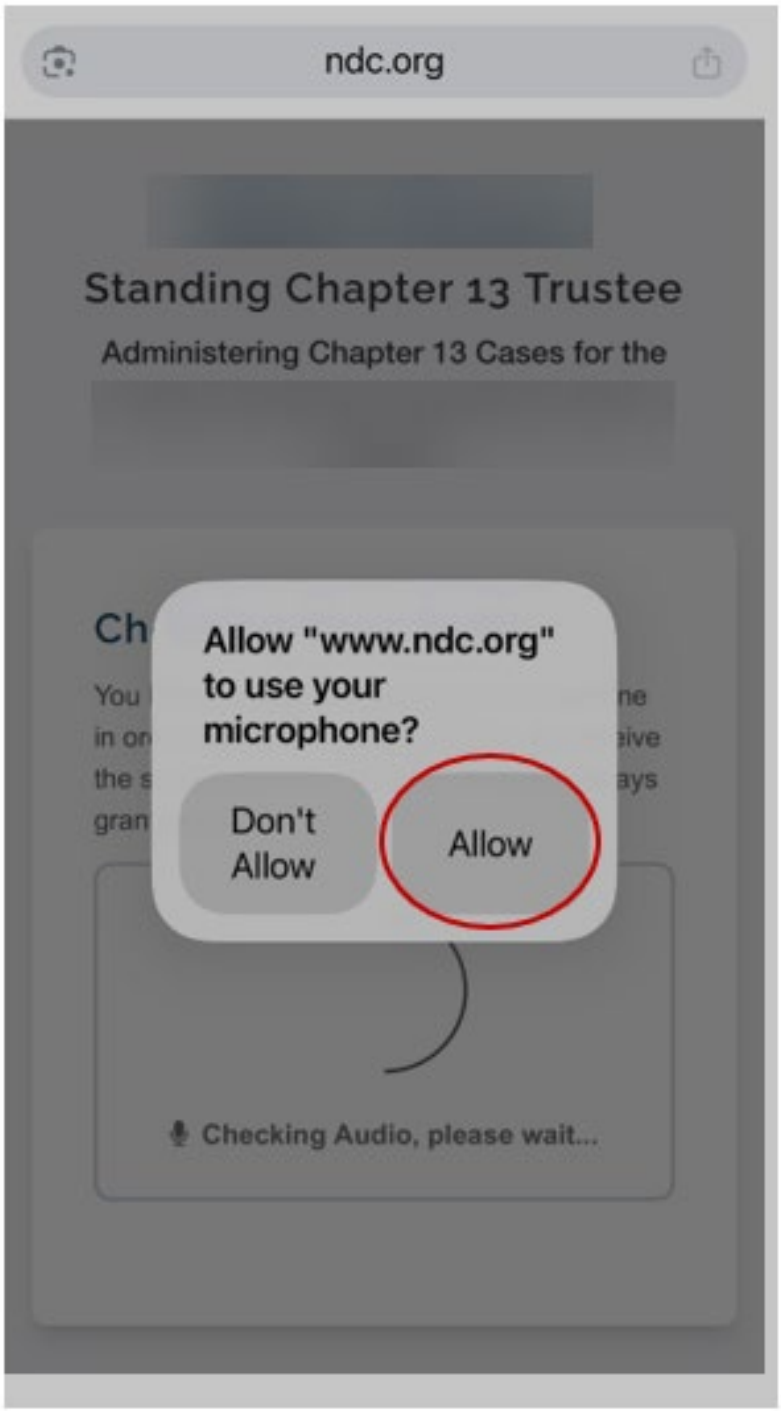
Use the toggle button to set up your free account at the National Data Center. If you choose yes, enter your email address here.

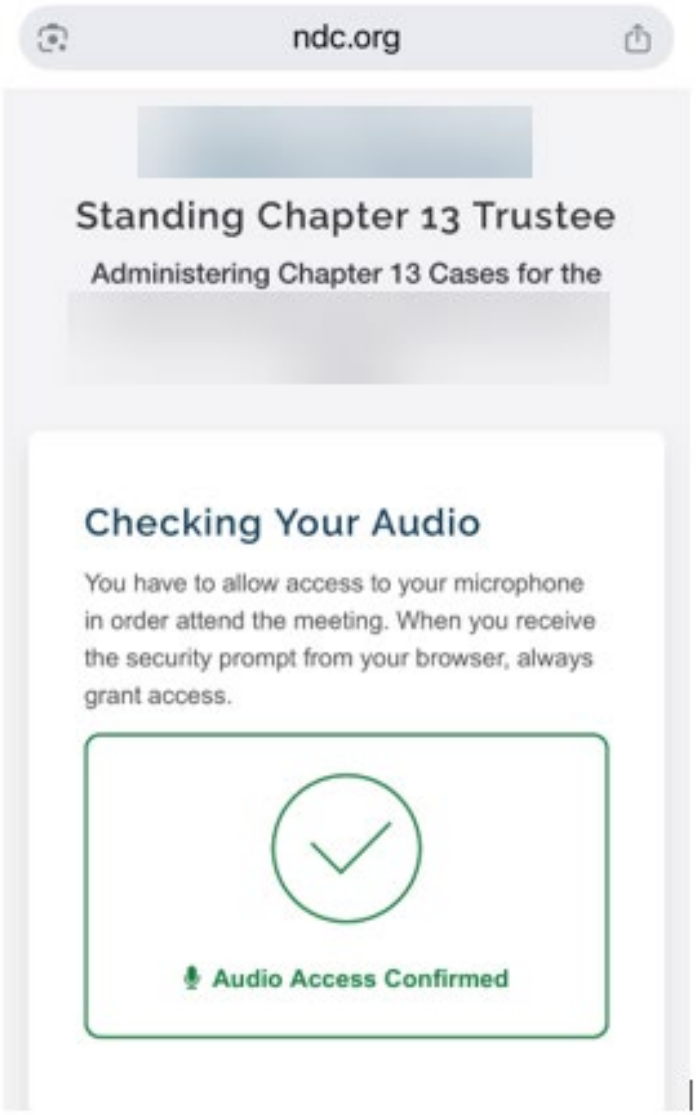
6. Click the **CONTINUE** button

7. You must click the **AGREE & CONTINUE** button on the notice that pops up on the next window.

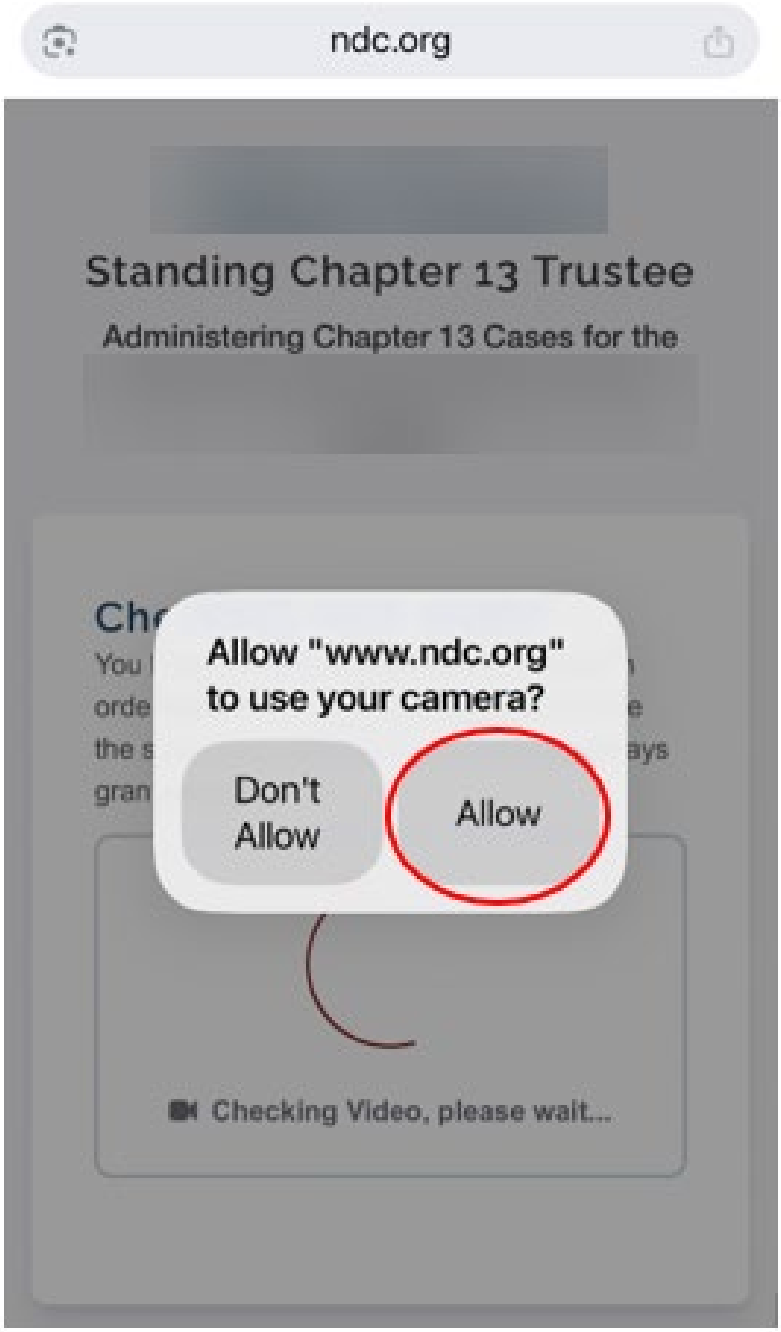


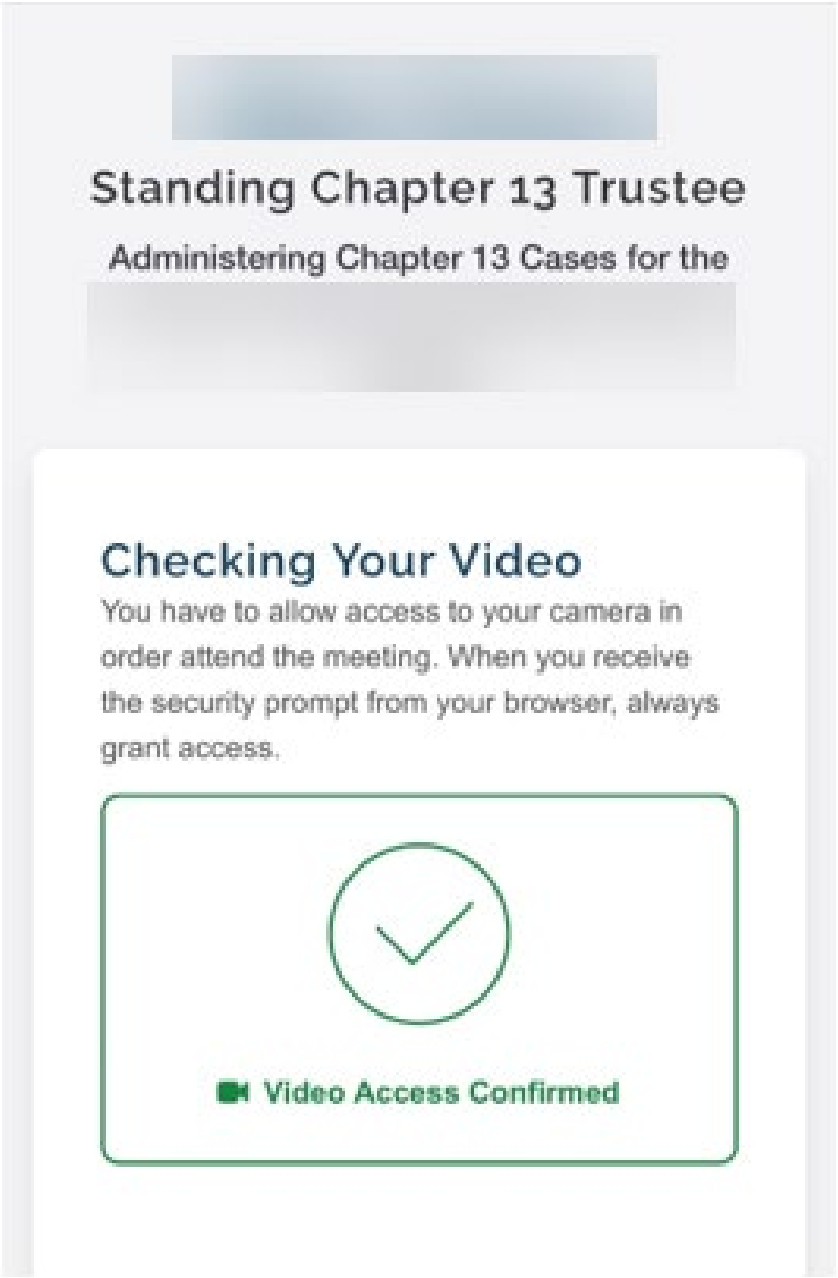
8. Click **ALLOW** to allow microphone access and wait for the screen to confirm audio access.




ndc.org
Standing Chapter 13 Trustee
Administering Chapter 13 Cases for the
Checking Your Audio
You have to allow access to your microphone in order attend the meeting. When you receive the security prompt from your browser, always grant access.
Audio Access Confirmed

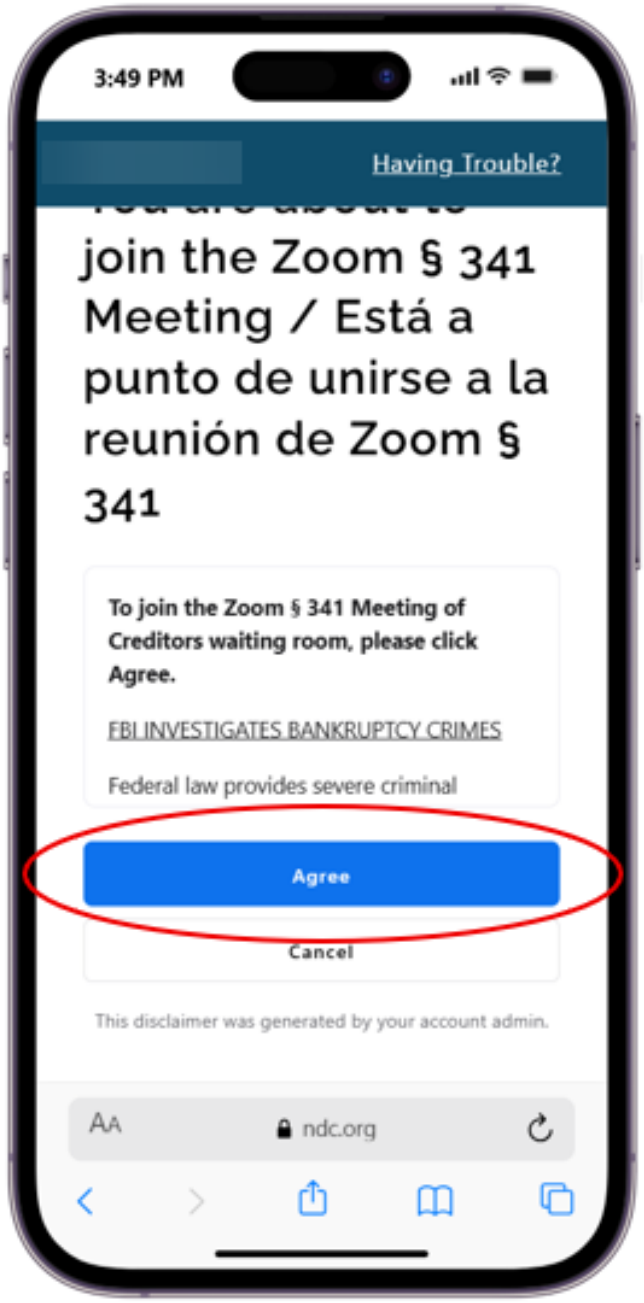
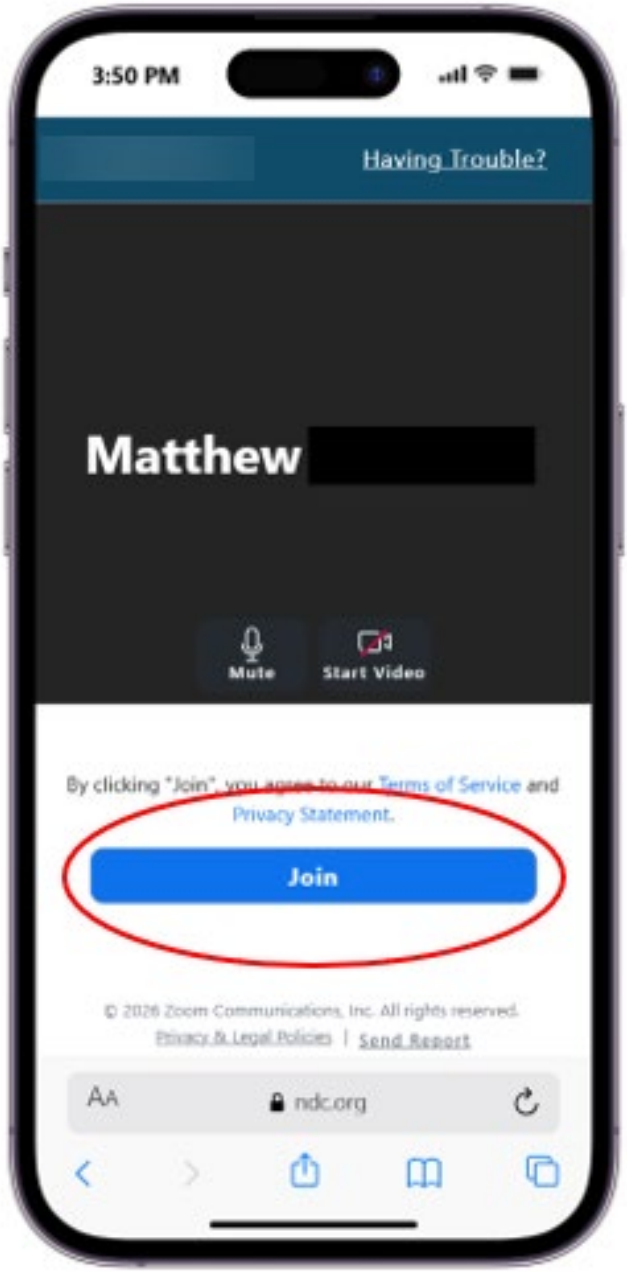
9. Click **ALLOW** to allow camera access and wait for the screen to confirm video access.





****YOU MUST ALLOW CAMERA AND MICROPHONE ACCESS IN ORDER FOR THE TRUSTEE'S STAFF TO SEE AND HEAR YOU*****

10. Agree to the terms by clicking the **AGREE** button.



11. Click the **JOIN** button to join the meeting. You will be placed in the waiting room. Wait there until the Trustee's staff admits you to the 341 Meeting.