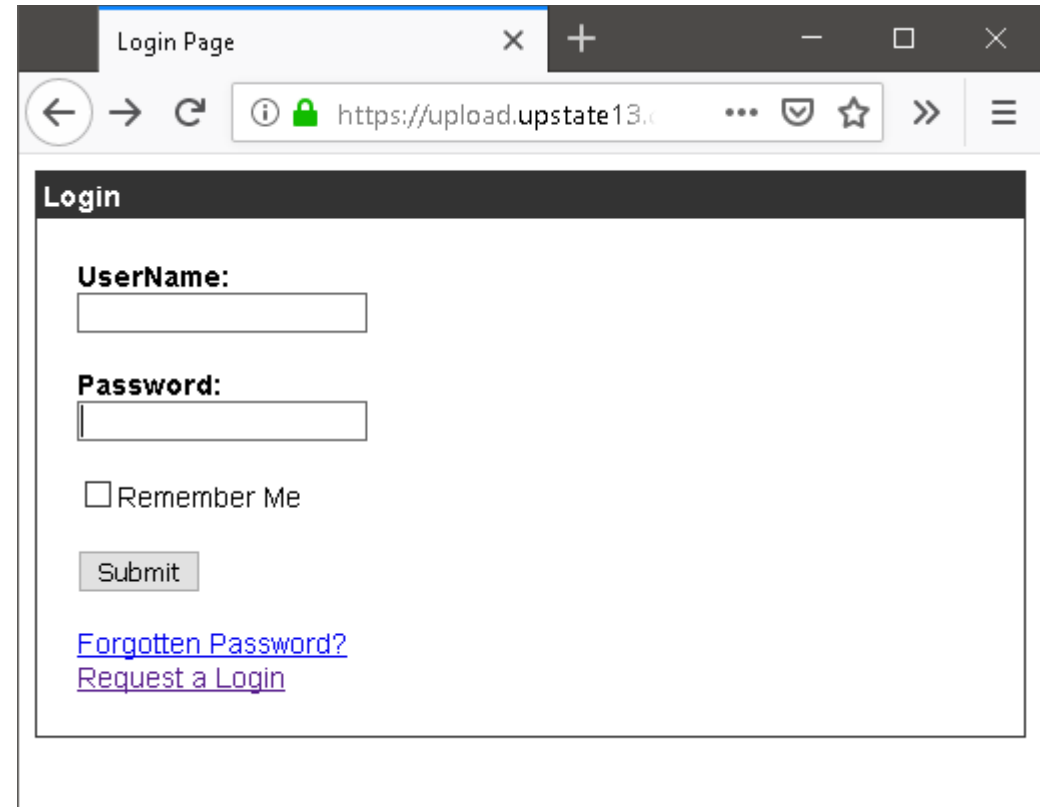


# Chapter 13 Trustee Document Upload Portal

1) Open your web browser and visit <https://upload.upstate13.com:4343/login.php>

2) Click the Request a Login link.



3) Enter your first name, last name, telephone, email address.

Remember this email address because this will be your username to log into the site.

For the company name, please enter "PRO SE - #######" where "#####" is your bankruptcy case number.

Enter a password that your will remember.

Enter the validation text displayed in the image at the bottom of the page.

Finally, click the Submit button.

upload.upstate13.com:4343/registr... X +

https://upload.upstate13.com/registr... Search

### Registration

Please enter the following registration information. Once you complete the online registration, you will be notified once your user account has been activated.

\* Denotes required fields.

**\*First Name:**

**Middle Initial:**

**\*Last Name:**

**Company Name:**

**\*Telephone**

**\*Email Address:**


Your chosen password must meet the following complexity rules:

- Must be longer than 8 characters
- Must be shorter than 20 characters
- Must contain at least 1 letter
- Must contain at least 1 number
- Must contain at least 1 CAPITAL letter

**\*Password**

**\*Re-enter Password**

To maintain security, please enter the validation text below.

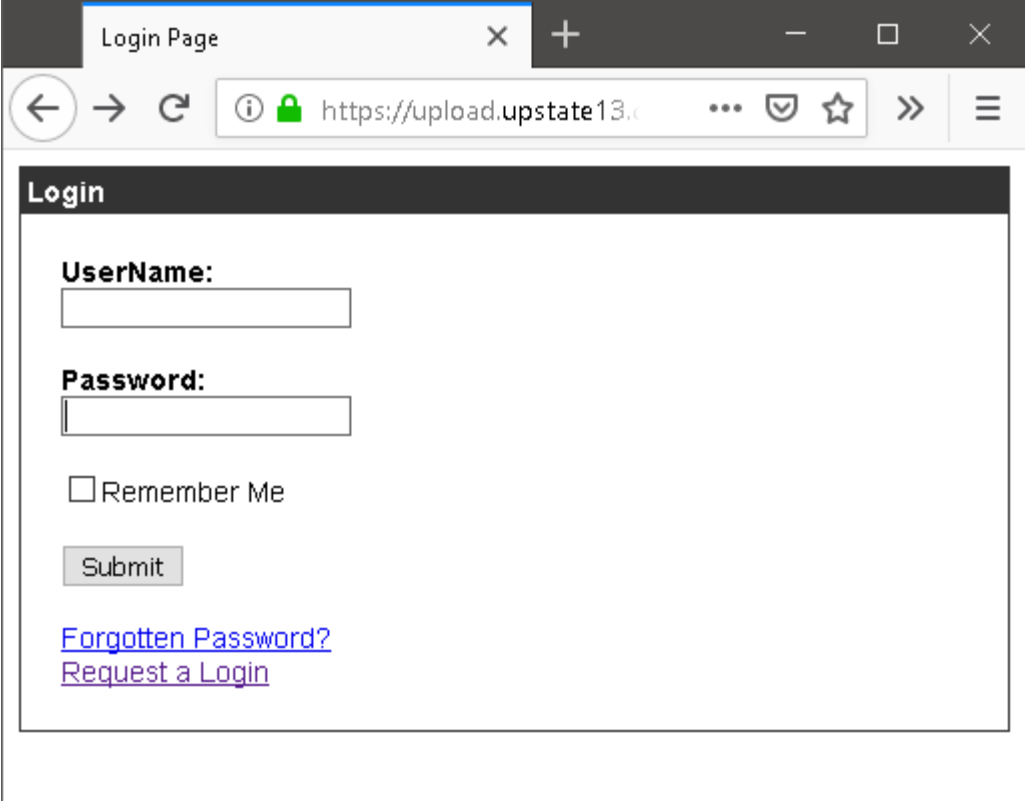


[\[ Different Image \]](#)

4) Upon returning to the login screen, enter your username and password.

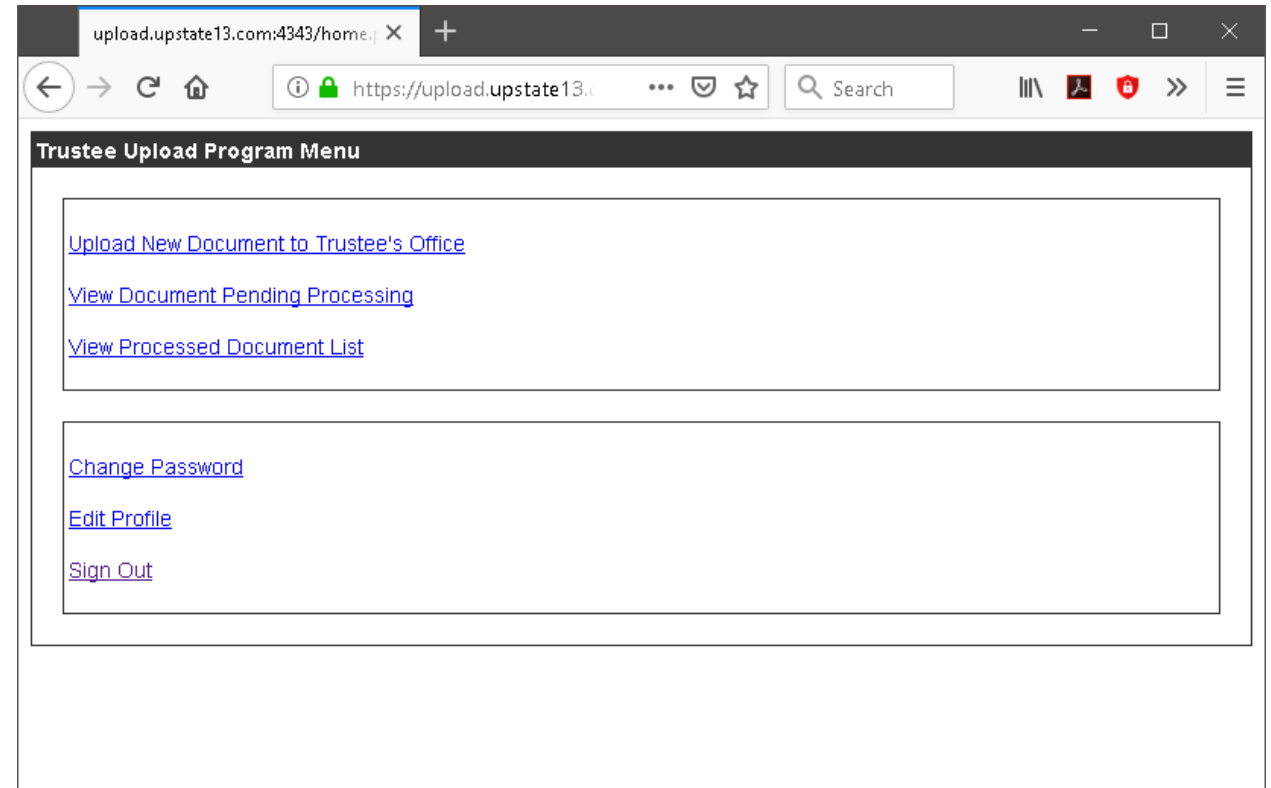
Your username will be the email you entered during registration.

Your password will be the password you specified during registration.



The screenshot shows a web browser window with a single tab titled "Login Page". The address bar displays a secure URL: "https://upload.upstate13.c". The page content is contained within a dark-themed header area labeled "Login". Below this header, the form includes a "UserName:" label followed by an empty text input field. Below that is a "Password:" label followed by an empty password input field. Underneath the password field is a checkbox labeled "Remember Me". At the bottom of the form is a "Submit" button. Below the button are two blue, underlined links: "Forgotten Password?" and "Request a Login".

5) Once logged into the portal, you will be prompted with the program menu. To upload documents, click [Upload New Document to Trustee's Office](#)



6) Upon reaching the upload page,  
**PLEASE READ THE  
REQUIREMENTS CAREFULLY!**

Enter your case number in the case number field. **DO NOT INCLUDE ANY DASHES OR LETTERS. ONLY NUMERICAL DIGITS.**

Click the Browse... button and select the PDF file you are uploading.

In the Comment for Trustee Staff, please enter a description of the document you are uploading. Also include any pertinent information related to the document being uploaded.

**Click Submit**

upload.upstate13.com:4343/fileUpl... X

https://upload.upstate13.com

### Upload a new file...

<<BACK

**Files that are uploaded from the portal must meet the following requirements:**

- Must be PDF files.
- Each PDF file must include only one document. For example, each of the items below must be uploaded as separate documents:
  - the Attorney Checklist
  - the tax appraisal
  - the pay advices
  - the tax returns for a single year
- All personally identifiable information **MUST** be redacted.
- All pages must be facing the same direction.
- Two-sided documents must have both the front and the back scanned separately so that all pages are included.
- Case number must be correct.

**Case Number:**  
Enter only the numeric characters of the case number, with no dashes, spaces, or letters.  
For example, case 17-34567-hb should be entered as 1734567.

**Filename:**  
Browse... No file selected.

**Comment for Trustee Staff:**

File Edit Insert View Format Table Tools

A A ABC

p Words: 0

Submit