

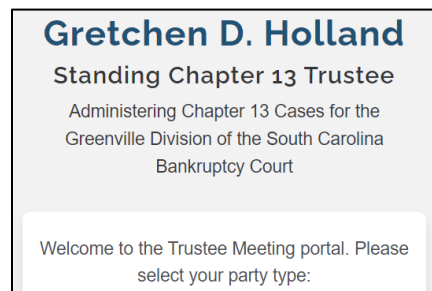
INSTRUCTIONS FOR DEBTORS TO CONNECT TO THE TRUSTEE'S 341 MEETING ZOOM PORTAL

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

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

<https://www.ndc.org/zoom/grvl>

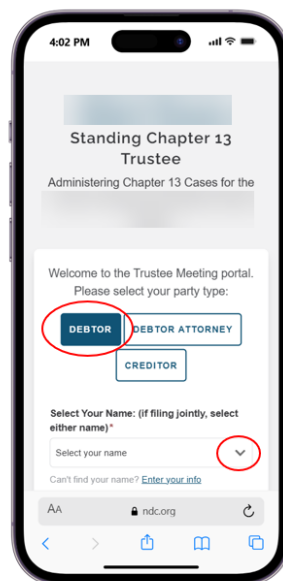
You will see a screen that looks similar to this:



Gretchen D. Holland
Standing Chapter 13 Trustee
Administering Chapter 13 Cases for the
Greenville Division of the South Carolina
Bankruptcy Court

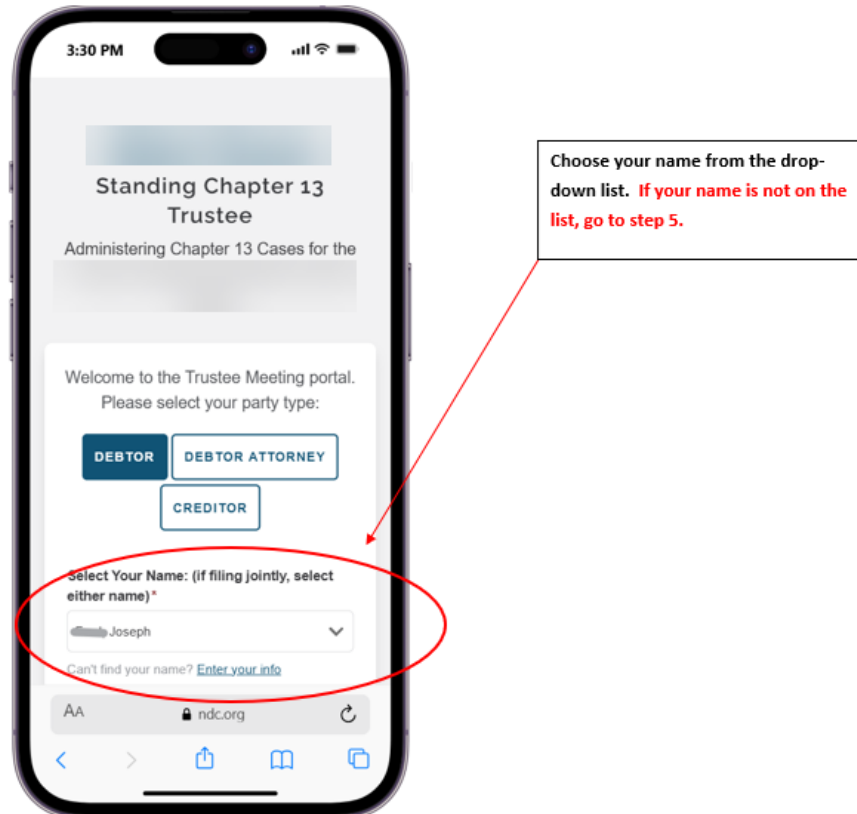
Welcome to the Trustee Meeting portal. Please
select your party type:

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'



Note: the list of names will be empty until 48 hours prior to the scheduled 341 meeting.

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. The Trustee recommends that you set up a **free** case monitoring account with the National Data Center (www.ndc.org). To do that, simply enter your email address and click **CONTINUE**

Yes, I want free email case monitoring!

* This is an optional service from ndc.org and you agree to the [Terms of Use](#)

Email Address:

Continue

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 digits of your Social Security Number.

Welcome to the Trustee Meeting portal.
Please select your party type:

DEBTOR DEBTOR ATTORNEY
CREDITOR

Select Your Name: (if filing jointly, select either name)*
Select your name

Can't find your name? [Enter your info](#)

First Name

Last Name

Last Four SSN

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

6. After entering the requested information, you can still set up a **free** case monitoring account with the National Data Center (www.ndc.org). To do that, simply enter your email address and click **CONTINUE**

Yes, I want free email case monitoring!

* This is an optional service from ndc.org and you agree to the [Terms of Use](#)

Email Address:

Continue

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

You are about to join the Zoom § 341 Meeting / Está a punto de unirse a la reunión de Zoom § 341

To join the Zoom § 341 Meeting of Creditors waiting room, please click Agree.

FBI INVESTIGATES BANKRUPTCY CRIMES
Federal law provides severe criminal penalties for bankruptcy crimes, which include bribery, concealment of assets, false statements, false claims, filing under a fictitious name and perjury. Title 18, United States Code, Section 152 and 3571, provide penalties of up to 5 years imprisonment or a fine of not more than \$250,000, or both.

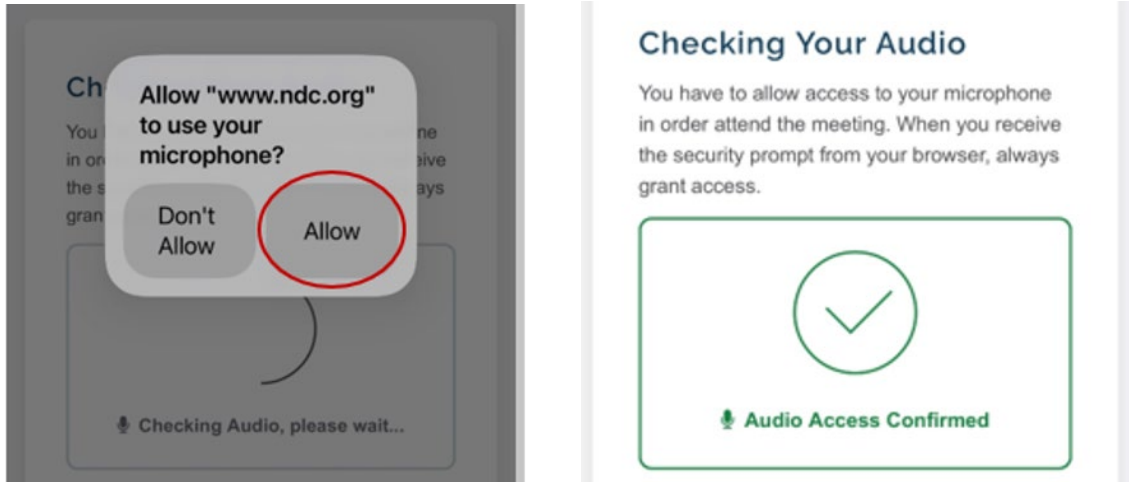
Para ingresar a la sala de espera de la reunión de acreedores de Zoom § 341, por favor haga clic en "Agree" (aceptar).

LA FBI INVESTIGA DELITOS DE BANCARROTA
La ley federal establece severas sanciones penales para delitos de bancarrota, tales como el soborno, el encubrimiento de activos, declaraciones falsas, demandas falsas, declaraciones bajo nombres ficticios y perjurio. Los artículos 152 y 3571 del Título 18 del Código de los Estados Unidos establecen penas de hasta 5 años de prisión, multas no mayores a 250.000 dólares, o ambas.

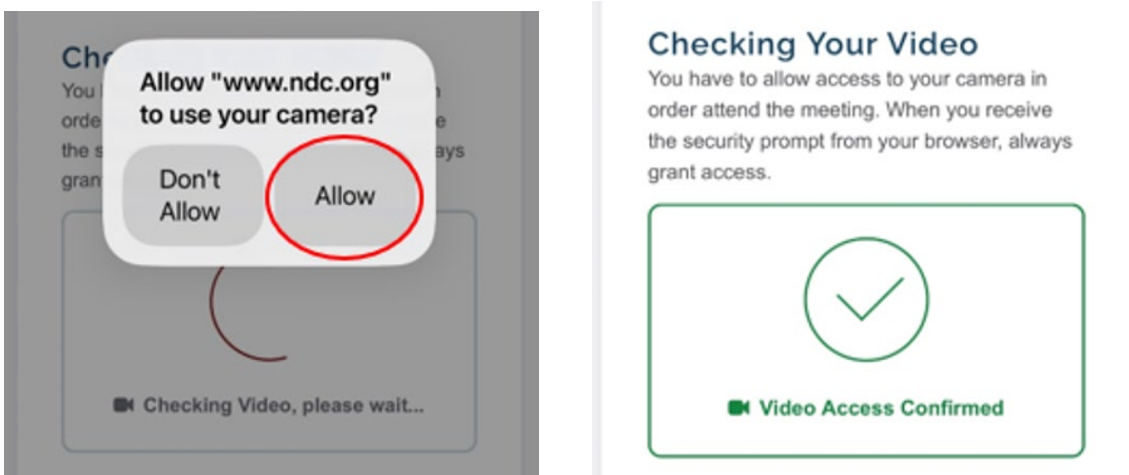
IMPORTANT:

YOU MUST ALLOW CAMERA AND MICROPHONE ACCESS IN ORDER TO ATTEND YOUR ZOOM 341 MEETING. FOLLOW THE INSTRUCTIONS BELOW.

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

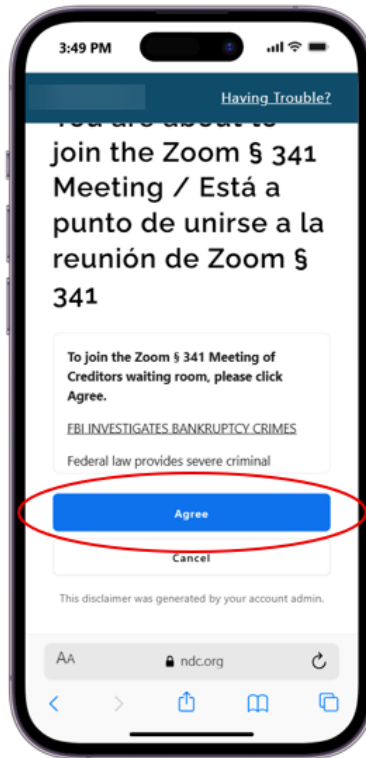


- Click **ALLOW** to allow camera access and wait for the screen to confirm video access.



IF YOU DO NOT ALLOW ACCESS TO BOTH YOUR MICROPHONE AND CAMERA, THE TRUSTEE WILL NOT BE ABLE TO CONDUCT YOUR ZOOM 341 MEETING, AND IT WILL HAVE TO BE RESCHEDULED FOR A NEW DATE AND TIME.

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.

