

II. NAVIGATION BASICS

Navigating MyCaseInfo is easy and simple to do.

Top Screen Tabs

The tabs at the top of the screen allow you to easily go from one section of the questionnaire to another. There is also a tab for submitting the completed questionnaire to your attorney and a tab to log out.

- Colored tabs indicate that you have not yet completed that section
- Gray tabs indicate that section has been completed
- Tabs highlighted in yellow show you the section you are currently working on

Left Sidebar

The left sidebar provides important tools at your fingertips:

- **Flags**
While completing the questionnaire, you may have a question regarding whether a particular question applies to you or what kind of information you should input. By using Flags, you and your attorney can easily correspond on specific questions without leaving MyCaseInfo.

To use Flags:

- Click Flags on the left sidebar
- Enter your question into the space provided and click Add Flag
- Your Attorney will be notified of your question
- Once your attorney responds to your flag, you will receive an email alert

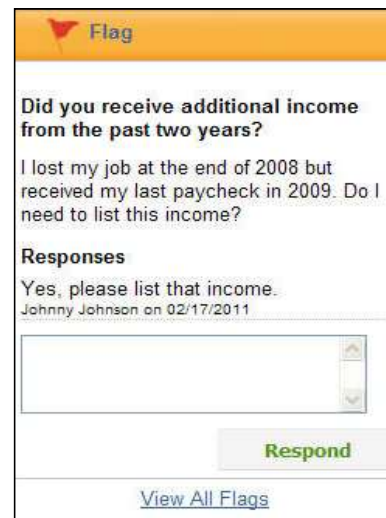
To read your attorney's reply:

- Log into MyCaseInfo and go to the flag
- If you have more questions, simply send another response
- To view all your flags, click View All Flags in the Flag window on any question. A window will open up displaying all of your flagged questions along with any responses from you and your attorney

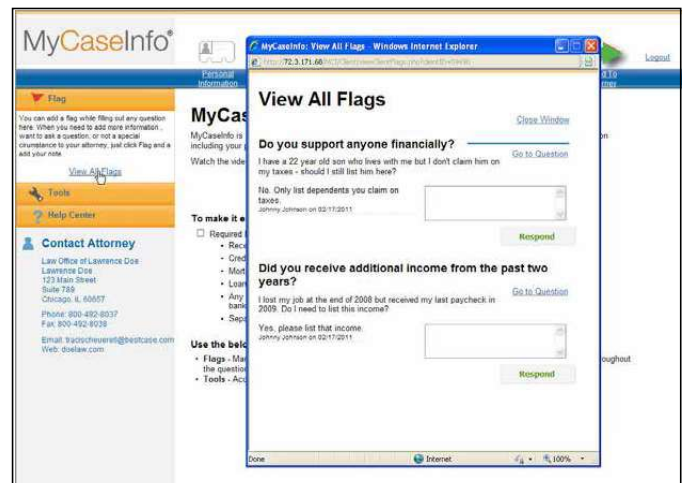
✳ **TIP:** Easily get to a particular flagged question by clicking *Go to Question* to the right of the question you want to navigate to.



Top Tabs: Color-coded for simple navigation, the tabs tell you in a glance where you are in the questionnaire and which sections you have completed. Just click a tab to go from one section to another.



Responses to Flagged Questions: When your attorney replies to your question, you will receive an email alerting you that the question was answered. To read the response, just go to the flag.



View All Flags: Get a complete overview of your flagged correspondence with View All Flags. To go directly to a question within the questionnaire, click *Go to Question* to the right of the question in the View All Flags window.

Tools

A calculator and calendar are included for your convenience. You don't have to click out of your questionnaire to reference a date or do a simple calculation.

- Click on Tools on the left sidebar to expand the section
- Click Calendar to show and use the calendar
- Click Calculator to show and use the calculator

TIP: You can have the calendar and the calculator open at the same time.



Convenient Built-in Tools: A calendar and calculator are built in to MyCaseInfo so you can complete the questionnaire as quickly as possible with less interruption.

Help Center

The MyCaseInfo Help Center is always available and provides immediate access to valuable user information instructions to help you complete your MyCaseInfo online bankruptcy questionnaire.

Simply click Help Center on the left sidebar to expand the Help Center contents.

- **Quick Start Guide**
Review the basics of initially logging into MyCaseInfo, confirming registration and accessing the Help Center
- **Bankruptcy Glossary**
Terms and definitions related to bankruptcy cases. Throughout the questionnaire you will see words underlined. Mouse over the word to see the definition of the bankruptcy term.
- **User's Guide**
Get in depth, detailed instructions on each section of the questionnaire
- **FAQ's**
Displays a list of questions with answers that are readily available
- **Getting Started Web Tutorial**
A short video gives you instructions on how to complete the questionnaire and send it to your attorney
NOTE: The web videos are guided instructional videos on different aspects of MyCaseInfo. The web videos are available 24/7 for your viewing
- **Complete Questionnaire Tutorial**
This video guides you through navigating, completing the questionnaire, reviewing your information entered and submitting to your attorney
- **Full List of Questions**
View a complete list of questions in MyCaseInfo



MyCaseInfo Help Center: A full complement of clear, helpful information is available and easily accessible to answer any user questions.



Get bankruptcy definitions directly in the questionnaire.