

# Secure Upload Site Instructions

Updated 6/14/2021

This sheet contains instructions for using the “Securely Upload Documents” link at the Trustee’s main website at [www.ch13sta.com](http://www.ch13sta.com).

1. Open up [www.ch13sta.com](http://www.ch13sta.com) in your browser, and pull up the Steven G Tate, Chapter 13 Trustee page
2. Click on the “Securely Upload Documents” link as shown below.



3. A login window will appear as shown below. Please enter the username and password provided and hit “Sign in”.



4. If you select “Remember my credentials”, your browser will remember the user name and password.

5. Upon successful login, you will open up the secure upload documents site as shown below.

## Steven G Tate, Chapter 13 Trustee Statesville, North Carolina

**Requirements:**  
File must be a PDF.  
File size must be less than 15MB.  
File name must start with the 7 digit case number (no dash).  
Document type must be selected.

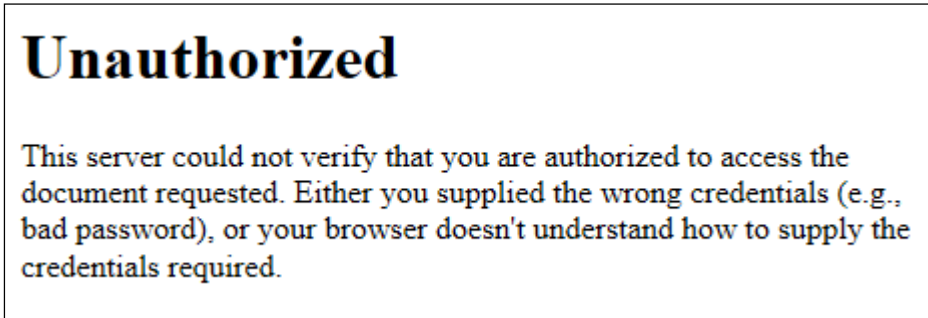
**Upload File:**  
*Select file to upload:*  
 No file chosen

*Select type of document:*

- Appraisal
- Debtor(s) Certification and Affidavit - 341(a) Meeting (**Local Form 7**)
- Quarterly Business Report
- Pre-Confirmation (**don't include above documents**)

**Results:**

- If the login was unsuccessful, you will get several retries before getting an “Authorization Required” webpage as shown below. If you get stuck at this point, please call our office for help.



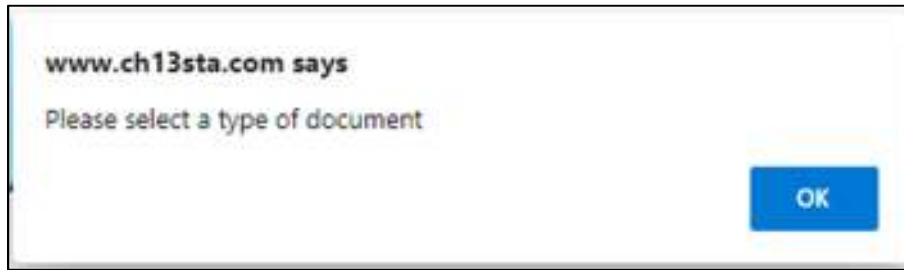
- If the login was successful, to upload documents, simply select the “Choose File” button on the window as shown above, and search for your document and hit Open on your computer. If you have multiple files you must send them one at a time. Once the file has been selected, select the type of document and then select “Upload File” as shown below. **THE DOCUMENTS YOU SEND MUST BE IN PDF FILE FORMAT.**



- If you do not select a file to upload before selecting the “Upload File” button, you will get a popup window saying “Please select a file to upload”.



- b. If you do not select a file to upload before selecting the “Upload File” button, you will get a popup window saying “Please select a type of document”.



8. After uploading the document, the page will refresh and the results will appear in the “Results” section underneath the “Upload File” section as shown below.
- a. If successful, the Results text will be blue with the filename that was submitted in green.



- b. If unsuccessful, the Results text will be red, listing the problems with the file. You will need to fix the problem and go back to number 7.



9. At this point you are done. If you want to upload more files, go to number 7 to continue. If you have problems, call the Chapter 13 Office and ask for Chris for assistance.