

# ACCESS

## 24/7

### CLIENT INSTRUCTIONS SHEET

Access Code: **RED7588SN**

#### (Internet Delivery Method)

- Step 1 Main Page: (Go to [wwwAccessBK.org](http://wwwAccessBK.org), and select the course you need to take (1st course before filing for bankruptcy, 2nd course alter filing for bankruptcy) on your screen.
- Step 2 Disclaimer Page: Read the disclosure form, then scroll down and click on the: "I have read the above..." box at the bottom of the page.
- Step 3 Registration Page: Select Yes for "Do you have an attorney code". Your Attorney Code is **RED7588SN**. Click "Validate Code" button. Follow the "registration" instructions. Click register..
- Step 4 Affidavit Page: Check to make sure that all your personal information and attorney information are correct. Make the necessary changes where applicable. Otherwise, click on the "I certify all the information..." box at the bottom of the page. Congratulations, you are now ready to begin your course!

#### (Telephone Delivery Method)

- Step 1 Call toll free (888) 234-7209.
- Step 2 Press the number "1".
- Step 3 Tell the certified counselor who answers your call that you wish to "take the course via the telephone. "Your Attorney Code is **RED7588SN**. The counselor will then take you through the course.

#### (Fast Track Registration —Phone Courses)

For faster registration for the phone courses, please fill out our Access FTR with your information. Submit it to [FTR@accesscounselinginc.org](mailto:FTR@accesscounselinginc.org) and further instructions will be provided.

## CHECK LIST

Name: \_\_\_\_\_

- Payment in Full
- Vehicle Title(s) or Memo Title(s) or Lease Documents
- Credit Counseling Certificate
- Recorded Deed & Mortgage **Franklin County Recorder's Office 614-525-3930 or [www.co.franklin.oh.us/recorder/](http://www.co.franklin.oh.us/recorder/)**
- Most Recent Mortgage Statement
- Copy of apartment lease, vehicle lease, furniture lease
- Time Share Documents
- Pay Advices (Check Stubs) Past 6 Months  
**(must provide for spouse, non-filing spouse or roommate)**
- 2020 Federal Tax Returns     State Tax Returns     all W-2's
- 2019 Federal Tax Returns     State Tax Returns     all W-2's
- 2018 Federal Tax Returns     State Tax Returns     all W-2's  
**(see page 2 for telephone numbers to get copies of tax returns or visit the web at IRS.gov for federal returns and tax.ohio.gov for state returns)**
- Completed Worksheet
- Copy of any Law Suits
- Copy of Pension Plans, 401(k), 403(b), IRA's, etc.
- Divorce Decree
- Copy of Insurance Policies/Annuities
- Most Recent Bank Statement(s)
- Original Loan Documents
- Child Support Paid or Received **(PLEASE COMPLETE THIS PORTION OF WORKSHEET)**