

## POST BANKRUPTCY STEP-BY-STEP INSTRUCTIONS

### GETTING STARTED

- Confirm the Judicial District that you filed your bankruptcy in with your attorney:
- Have your attorney contact information: Name, Address, Telephone and Fax Numbers, and Email.  
**Attorney Number:**  (only if provided by attorney)
- Information required for the session: Bankruptcy Case Number: \_\_\_\_\_ -- \_\_\_\_\_

### COURSE OPTIONS

#### Online Completions

- \*\*\*Users who took the Pre Credit Counseling Course with Pioneer will go to [and.pioneercredit.com](http://and.pioneercredit.com) and login using the same username and password. Select "Purchase Post Filing Course" or Debtor Education - Post Filing Course.
  - New users enter into the **top** address bar: <https://and.pioneercredit.com/register>
  - Select **New Registrations Click Here to Get Started**. Select Debtor Education.
  - If you have your Attorney Number select "**Yes**" and enter it in. If you don't have the attorney number select "**No**" and search for your attorney by name. If you are not using a legal advisor select "**I'm Filing My Own Bankruptcy**".
  - 1.** Go through and fill out all of your personal information **2.** Create Username & Password
  - Make payment and Complete Purchase.
  - Re-enter your newly created username and password to login and proceed to your course.
  - Click on Debtor Education - Post Filing Course.
  - Proceed through the entire course, and complete all sections and tests. (\*2 Hours Required)
  - Once you meet the course requirements we will issue your Certificate.
- \*Returning users can enter [and.pioneercredit.com](http://and.pioneercredit.com) into the top address bar to log back into their course.**

#### Telephone Completions

- Gather information listed above and call Pioneer; 1-866-210-3590
- Make payment: **We accept:** Debit Cards & Western Union. Money Orders should be mailed to:  
**Attn: Accounting Dept.**  
**PO Box 6860**  
**Rapid City, SD 57709-6860**
- You will receive your Simplified Guide to Financial Life Skills Workbook & Disclosures by mail or you can download those off our website. <http://www.pioneercredit.com/bankruptcy/forms.asp>
- Once the disclosure is returned and payment received an appointment will be scheduled for your phone conference.
- Your education will be completed over the phone in a conference class.(Allow for 60-90 minutes)
- Upon completion we will issue your Certificate.

### SAME DAY CERTIFICATE DISTRIBUTION

- Log back into your account using your username and password and click on the Record Center:
- As a courtesy we can also fax or email your certificate to your attorney upon request.