

*Scouting Settlement Trust (“Trust”)*  
*Instructions for Submitting a User Registration Form*  
*& Creating a Scouting Settlement Trust Account*  
***Attorney Version***

## User Registration

**Step 1:** If you are an Attorney, navigate to the Scouting Settlement Trust home page (<https://www.scoutingsettlementtrust.com>) and locate the “User Registration” tab at the top of your screen. Click on the “User Registration” tab to begin the process of creating your account with the Scouting Settlement Trust. **If you are not represented by an Attorney (“Unrepresented Claimant”), please refer to the Scouting Settlement Trust User Registration Instructions – Unrepresented Claimant Version located in the Key Links section of the News and Key Links tab.**

Scouting Settlement Trust

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Letter from the Settlement Trustee (Aug. 17, 2023):  
Processing Portal Opened for All Claims

My commitment as Trustee is to provide compensation and a measure of justice to the Survivors of childhood sexual abuse that occurred during their time in the Boy Scouts of America (“BSA”). Every member of the Scouting Settlement Trust (“Trust”) team joins me in sharing these goals.

To that end, I am pleased to open the claims processing portal to *all* Claimants, starting today.

This is the next step toward delivering compensation in accordance with the BSA plan of reorganization approved by the Bankruptcy Court. As you may know, we launched the Claims Processing Portal on August 4 to those Survivors who elected the Expedited Distribution Abuse Claim (or “quick pay”) liquidated payout when they submitted their ballots on the BSA’s plan of reorganization. About 7,000 people make up that group.

Now an estimated 75,000 Claimants or their counsel will receive credentials to access the Claims Processing Portal. This will allow them to complete their Trust Claims Questionnaire and submit supporting documentation. There currently is no deadline to complete the Trust Claims Questionnaire, but we will notify all Claimants or their counsel when we establish a deadline. Once we make that notification, Claimants will have 120 days to submit their completed claims questionnaires to the Trust.

The Trust will determine the allowed amount of each valid claim as quickly and efficiently as possible, while ensuring fairness, compassion, and respect for everyone involved. As Trustee, I approach the role with sincerity and solemnity. The Trust and its team will ensure that you are heard and that your experience is recognized.

I know that we will not move swiftly enough for some but ask for your understanding of the complexities of administering a claims process as complicated as this one. The Bankruptcy Court and the participants in the underlying bankruptcy cases created a very specific roadmap for how the Trust must conduct its work. In a nutshell, here’s what to expect:

- The Trust Claims Questionnaire will ask for information about your experience and will provide an opportunity for you to share additional details and documentation you believe we should consider when evaluating your claim.
- Once your signed Trust Claims Questionnaire has been submitted to the Trust, it will be reviewed in the order received by specially trained independent evaluators who are retained by the Trust and subject to strict confidentiality and non-disclosure rules.
- Generally speaking, if your claim is allowed, you or your counsel will receive a formal offer of compensation from the Trust in accordance with the Claims Matrix approved by the Bankruptcy Court the plan of reorganization and detailed in the Trust Distribution Procedures for Abuse Claims. Both of these documents are available in the Key Links section of this website. If you accept the offer, the disbursement process will begin. If you disagree with the offer, an option to seek reconsideration will be provided.

Although speed is a priority, we have a duty to treat all claims securely, with a guarantee of fairness and confidentiality. We conduct regular data security tests and will perform audits to ensure consistency across claims. You will be kept apprised of your claim’s progress.

Throughout this process, you can count on me to provide open, honest, and frequent communication. I intend to post regularly on this website and the Trust will share important updates with media to ensure our work is transparent and subject to scrutiny. Our FAQs will be updated with new information and Town Hall meetings will begin this fall so we can respond to questions in real time and keep Claimants apprised of the process. You are the focus of our work and our sole objective is to make this process straightforward, accurate, and equitable.

If you would like to be notified when we have new information, please sign-up on our website at the News and Key Links tab. If we can do better, please let me know. My contact information is on the Contact Us tab above.

Respectfully,  
Hon. Barbara J. Houser (Ret.)  
Trustee

Certain principles set forth in the Trust Distribution Procedures provided by the plan of reorganization will guide our work as we begin the process of evaluating survivors’ sexual abuse claims in order to achieve fairness and consistency in our handling of all survivors’ claims:

- We will work from objective claim eligibility criteria
- We will establish clear proof requirements and consistently apply them
- We will review all claims fairly and compassionately
- We will implement rigorous fraud prevention and detection procedures
- We will remain independent and operate the Trust independently
- We will administer the Trust in a transparent manner

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Step 2: Detailed below is an image of the Scouting Settlement Trust User Registration Form screen. Please click on the “Are you an Attorney?” option at the bottom of the page.

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### Scouting Settlement Trust User Registration Form

**Claimants not represented by an attorney:** Please respond to the questions below. Please provide the information as entered on your proof of claim form. If you received multiple proof of claim form numbers, please include only one number in the field below. If you experience any issues filling out this form or have any questions, please contact us at [info@scoutingsettlementtrust.com](mailto:info@scoutingsettlementtrust.com).

**Attorneys:** Please respond to the questions below. Please provide the information as entered on your Claimant's proof of claim form. If you experience any issues filling out this form or have any questions, please contact us at [info@scoutingsettlementtrust.com](mailto:info@scoutingsettlementtrust.com).


**Claimants represented by an attorney:** If you have decided to enlist the services of an attorney, the Trust will communicate with your attorney; please reach out to your attorney for any questions or claims assistance you may need.

#### Account Information

☐ Are you an Attorney?

☐ Are you an unrepresented Claimant or the personal representative of an unrepresented Claimant?


☐ I'm not a robot

  
reCAPTCHA  
[Privacy](#) [Terms](#)

Submit

By pressing "submit form" you agree:

- (1) to our [terms of service](#),
- (2) that you have read and understood our [privacy statement](#), and
- (3) to receive electronic communications.

If you would like to save a copy of your responses for your records, please do so prior to submitting your registration form by clicking the "Print" button. 

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**Step 3:** Please provide the information as entered on the Proof of Claim Form for any of the Claimants you represent.

*Please note: For verification purposes, you must enter the Proof of Claim Form Number and last 4 digits of the Social Security Number for a Claimant you represent.*

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**Scouting Settlement Trust User Registration Form**

**Claimants not represented by an attorney:** Please respond to the questions below. Please provide the information as entered on your proof of claim form. If you received multiple proof of claim form numbers, please include only one number in the field below. If you experience any issues filling out this form or have any questions, please contact us at [info@scoutingsettlementtrust.com](mailto:info@scoutingsettlementtrust.com).

**Attorneys:** Please respond to the questions below. Please provide the information as entered on your Claimant's proof of claim form. If you experience any issues filling out this form or have any questions, please contact us at [info@scoutingsettlementtrust.com](mailto:info@scoutingsettlementtrust.com).

**Claimants represented by an attorney:** If you have decided to enlist the services of an attorney, the Trust will communicate with your attorney; please reach out to your attorney for any questions or claims assistance you may need.

**Account Information**

☒ Are you an Attorney?  
☐ Are you an unrepresented Claimant or the personal representative of an unrepresented Claimant?

Attorney First Name  
Owner

Attorney Email Address  
owner1@outlook.com

Phone Number  
(123) 456-7890

Proof of Claim Form Number  
12345678


Attorney Last Name  
1

Confirm Email Address  
owner1@outlook.com

Law Firm Name  
Law Firm Name

Social Security Number (last 4 digits only)  
1234

☐ I'm not a robot

  
reCAPTCHA  
[Privacy](#) [Terms](#)

Submit

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**Step 4:** Once you are ready to submit your User Registration Form, click on the check box for reCAPTCHA verification. When a green check mark appears, you will have the ability to click on the “Submit” button. A submission prompt will appear confirming that you are ready to submit.

*Please note: Once you have submitted your User Registration information, you will not be able to re-enter this information. Only one account can be created per email address.*

The screenshot shows the 'Scouting Settlement Trust User Registration Form' with a confirmation modal overlaid. The modal asks, 'Are you sure you want to submit? Please verify the responses you provided. Once you submit, you will not be able to re-enter the information. Please note only one account can be created per email address.' It includes 'Cancel' and 'Submit' buttons. The form fields are as follows:

Owner	Attorney
Owner Email Address owner1@outlook.com	Confirm Email Address owner1@outlook.com
Phone Number (123) 456-7890	Law Firm Name Law Firm Name
For verification purposes, please provide the Proof of Claim Form Number and the last four digits of the social security number for a claimant you represent	
Proof of Claim Form Number 12345678	Social Security Number (last 4 digits only) 1234

At the bottom, there is a reCAPTCHA verification area with a green checkmark and the text 'I'm not a robot'. Below this is a 'Submit' button. The footer contains links for 'Terms of Service', 'Cookie Notice', and 'Privacy Statement'.

Step 5: Once your User Registration Form has been successfully submitted, you will be re-directed to the confirmation screen below. Once you have submitted the form, the Trust will contact you regarding next steps to verify your identity.

*Please note: Once your identity has been verified, you will receive information on how to create a password and log into the Claims Processing Portal. If you have not received notification from the Trust in 72 hours, please reach out to [info@scoutingsettlementtrust.com](mailto:info@scoutingsettlementtrust.com).*

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### Registration Submitted

Thank you for submitting your information to create an account with the Scouting Settlement Trust. We will review the information you provided to determine if it matches the information we have on file regarding your claim. The Trust will contact you regarding next steps.

If you have questions, please contact us at [info@scoutingsettlementtrust.com](mailto:info@scoutingsettlementtrust.com).

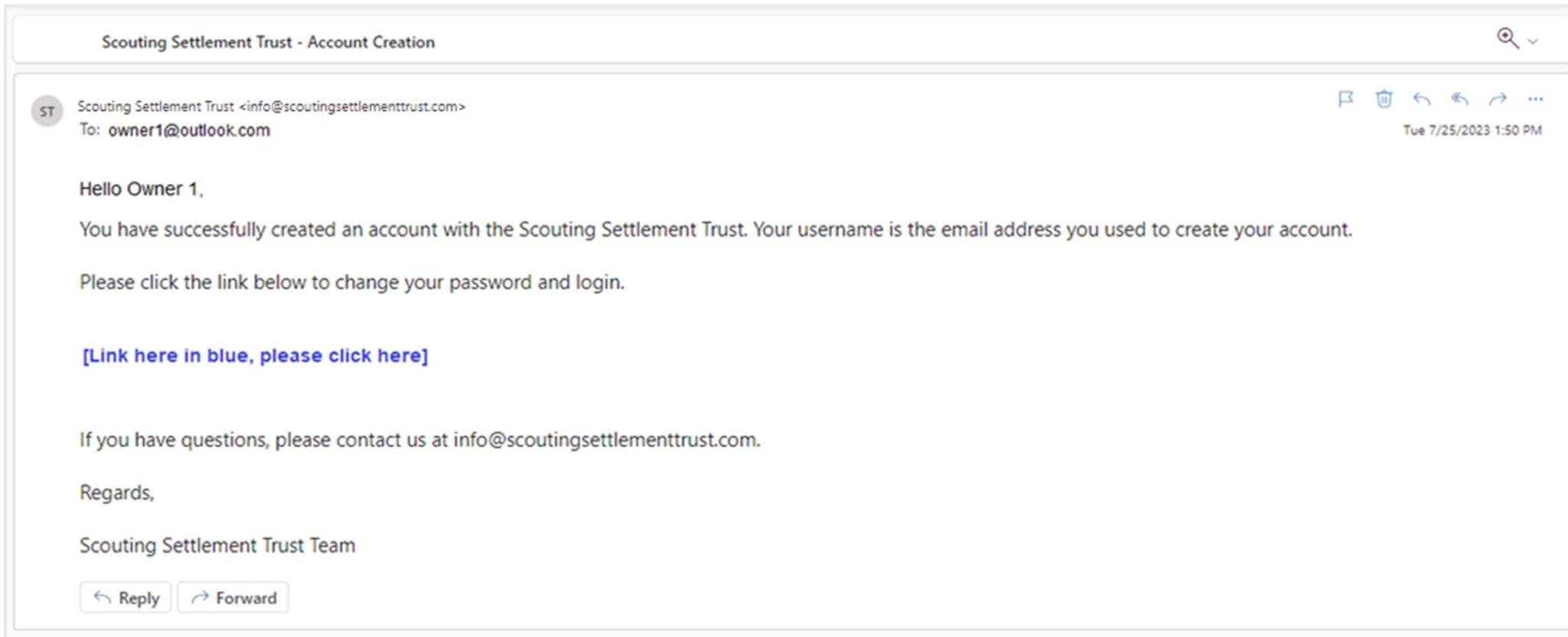
Regards,

Scouting Settlement Trust Team


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Step 6: Once your account has been verified, you will receive an email from the Scouting Settlement Trust <[info@scoutingsettlementtrust.com](mailto:info@scoutingsettlementtrust.com)> similar to the one below.

*Please note: The account creation email from the Scouting Settlement Trust may take a few minutes to appear in your inbox. Please check your spam and/or junk folders to ensure that the email was not sent to those folders. Once received, you will have 72 hours to complete the account creation process with the link provided in the email you receive. If your link expires, please contact us at [info@scoutingsettlementtrust.com](mailto:info@scoutingsettlementtrust.com).*



Step 7: Once you have clicked on the blue account creation link in the email you received from the Scouting Settlement Trust <[info@scoutingsettlementtrust.com](mailto:info@scoutingsettlementtrust.com)>, you will be re-directed to an identity verification page.



### Verify Your Identity

You're trying to **Log In to Scouting Settlement Trust**. To make sure your Scouting Settlement Trust account is secure, we have to verify your identity.

Enter the verification code we emailed to  
\*\*\*\*\*@outlook.com

Verification Code

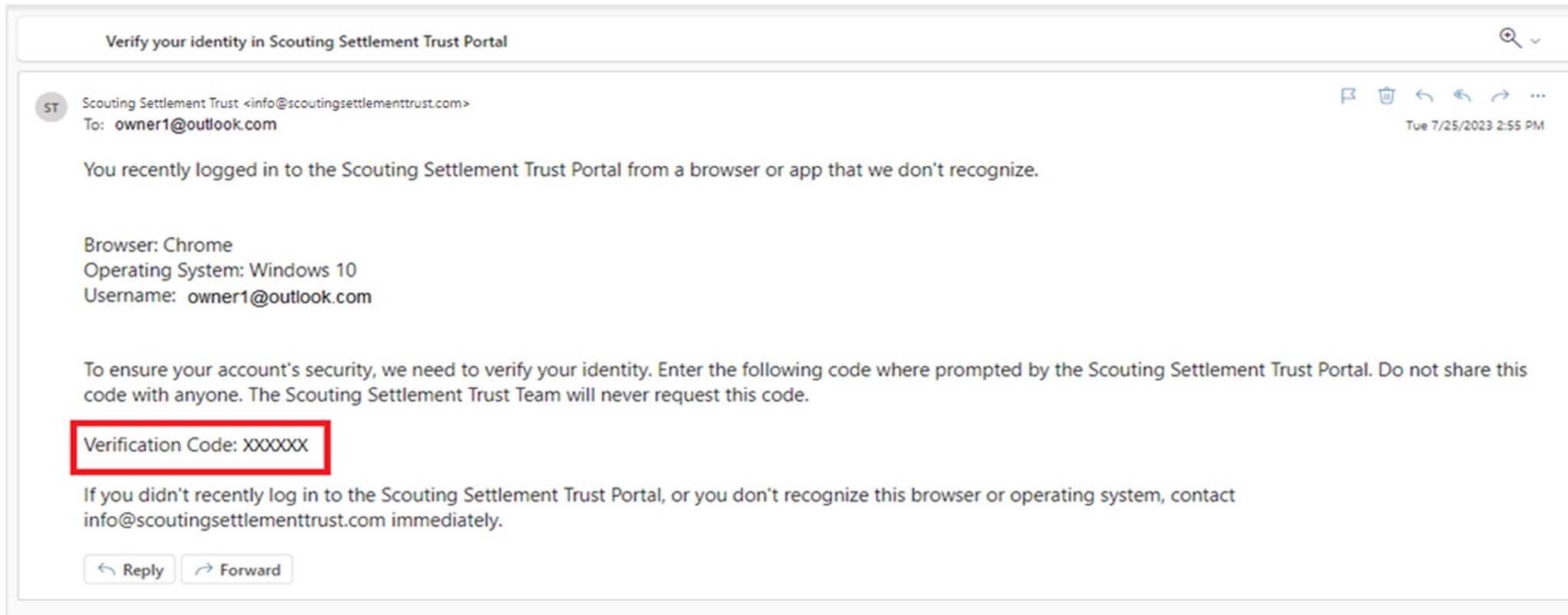
**Verify**

☒ Don't ask again  
[Resend Code](#)



Step 8: In parallel, you will receive an email from the Scouting Settlement Trust <[info@scoutingsettlementtrust.com](mailto:info@scoutingsettlementtrust.com)>, which will contain a verification code you will enter on the verification page.

*Please note: Do not share this code with anyone. The Scouting Settlement Trust Team will never request the code.*



Step 9: Once the verification code has been entered, you will be re-directed to a page which will instruct you to create your password. Once your password has been made, you will be re-directed to the Claims list-view page to begin the process of completing your Trust Claims Questionnaire(s).



### Change Your Password

Enter a new password for  
owner1@outlook.com Make sure to  
include at least:

- ☐ 8 characters
- ☐ 1 uppercase letter
- ☐ 1 lowercase letter
- ☐ 1 number
- ☐ 1 special character ⓘ

\* New Password

\* Confirm New Password

Change Password

Password was last changed on 7/25/2023, 5:50 PM.