

Getting Started

The Trust Online Bulk Upload Tool allows registered users to submit and update claims in batch. The Bulk Upload tool is packaged as a zip file which includes an executable file, several Microsoft Access templates and other system files used by the tool.

Bulk Upload Tool Prerequisites:

In order to install and use the Bulk Upload Tool on a computer workstation, the following software prerequisites apply:

Supported Operating Systems:

- Windows 2000, Windows NT, Windows XP, Windows Vista, Windows 7

Required Software:

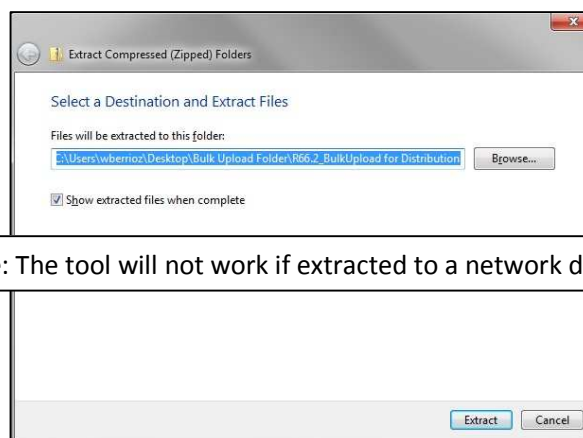
- Microsoft Office Access 2000, Access 2002-2003, Access 2007
- Microsoft .NET Framework Version 3.5

The Microsoft .NET Framework Version 3.5 is free and available from Microsoft.com at the following address:

<http://www.microsoft.com/downloads/details.aspx?FamilyId=333325FD-AE52-4E35-B531-508D977D32A6&displaylang=en>

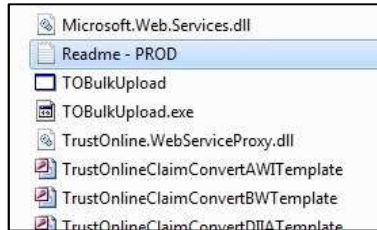
Bulk Upload Tool Setup:

1. Extract the bulk upload tool .zip file into a directory of your choice on the LOCAL workstation.



Note: The tool will not work if extracted to a network drive.

2. If your Internet access is governed by a Proxy Server, you may need to alter the Bulk Upload Tool configuration file. See 'Readme - PROD' for details.



3. Double click the TOBulkUpload.exe file to launch the Bulk Upload Tool interface. Make certain to click on the first file labeled TOBulkUpload, the other is use as a configurable file.

