

Bulk Upload Login

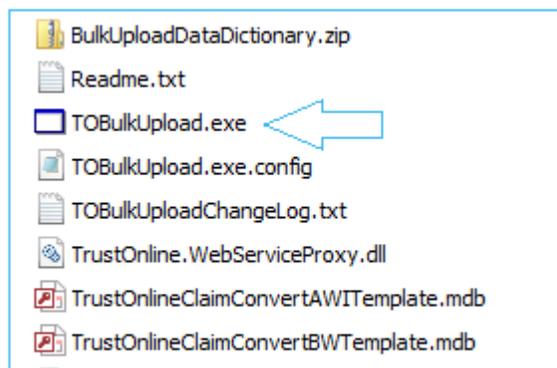
The Trust Online Bulk Upload Tool allows registered users to securely log into the Bulk Upload Tool through a secured encrypted two-factor user interface. This secured connections is establish so that the user can safely download Access templates, interact and edit data in mass, submit multiple linked claims at once as well as convert existing claim and review data into new claims.

Two-Factor Authentication

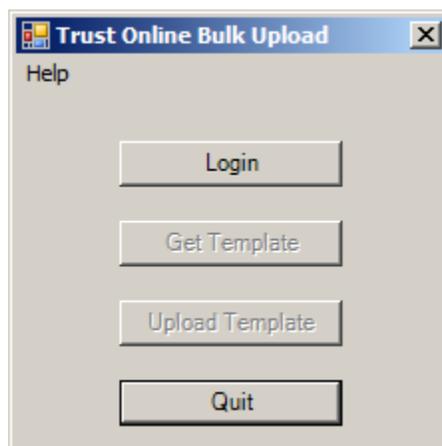
The Two-Factor Authentication (TFA) adds a second layer of protection against unauthorized access and establishes a secured connection with the additional requirement of a verification code.

TFA Login:

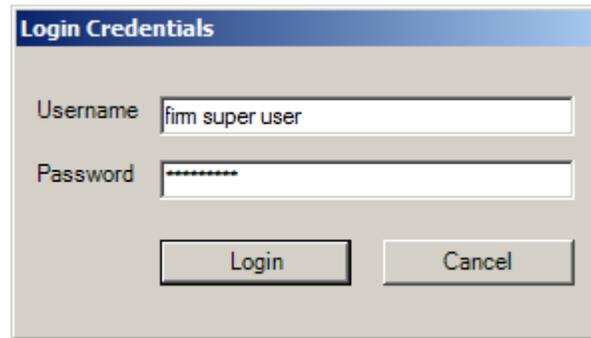
1. Click on the TOBulkUpload.exe filed to launch the Bulk Upload Tool User Interface.



2. Next, click on the Login button to open the Login Credentials screen.



3. Enter your username and password and click the Login button.



Login Credentials

Username

Password

4. After entering your login credentials, another screen will appear prompting the user for a verification code. The user may select to receive the code via email, text message or through the authenticator app.



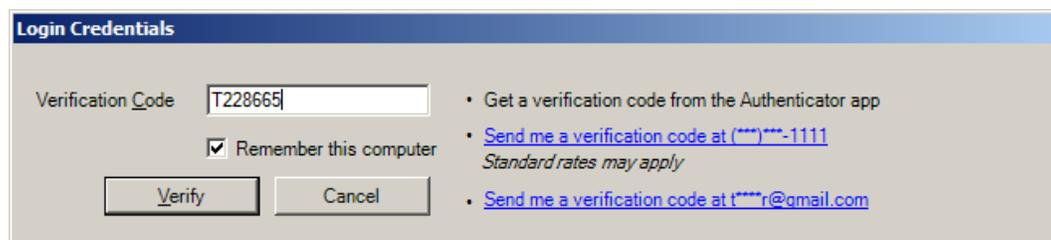
Login Credentials

Verification Code

Remember this computer

- Get a verification code from the Authenticator app
- [Send me a verification code at \(***\)-1111](#)
Standard rates may apply
- [Send me a verification code at t****r@gmail.com](#)

5. After receiving your code, enter it into the Verification Code field and click the Verify button. The user may also select the 'Remember this computer' checkbox so that they will not need to enter in a new code for 30 days.



Login Credentials

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