## 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.

🜗 BulkUploadDataDictionary.zip	
Readme.txt	
TOBulkUpload.exe	
TOBulkUpload.exe.config	
TOBulkUploadChangeLog.txt	
TrustOnline.WebServiceProxy.dll	
TrustOnlineClaimConvertAWITemplate.mdb	
TrustOnlineClaimConvertBWTemplate.mdb	

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

🔛 Trust Online Bulk Upload 🛛 🗙			
Help			
	Login		
	Get Template		
	Upload Template		
	Quit		

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

Login Credentials				
Usernana	<b>b</b>			
Usemane	firm super user			
Password				
	Login	Cancel		

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 <u>C</u> ode	<u> </u>	Get a verification code from the Authenticator app
	Remember this computer	<u>Send me a verification code at (***)***-1111</u> Standard rates may apply
<u>V</u> eri	fy Cancel	Send me a verification code at t****r@qmail.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		
Verification <u>C</u> ode	T228665	Get a verification code from the Authenticator app
	$\overline{{\ensuremath{\checkmark}}}$ Remember this computer	<u>Send me a verification code at (***)***-1111</u> Standard rates may apply
<u>V</u> eri	fy Cancel	Send me a verification code at t****r@gmail.com