

## **Bulk Upload Tool for Trust Online**

### **Welcome to the Trust Online Bulk Upload Tool!**

The Trust Online Bulk Upload Tool allows registered users to submit new ER and IR claims to the Facility for supported Trusts in batch. The Bulk Upload Tool includes an Electronic Claim Template (Microsoft Access format) that can be loaded with one or more claims and submitted to the Facility over the Internet.

#### **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 98, Windows NT, Windows XP

##### **Required Software:**

Microsoft Office Access 2000, Access 2002-2003

Microsoft .NET Framework Version 1.1

*The Microsoft .NET Framework Version 1.1 is free and available from Microsoft.com at the following address:*

<http://www.microsoft.com/downloads/details.aspx?FamilyId=262D25E3-F589-4842-8157-034D1E7CF3A3&displaylang=en>

#### **Bulk Upload Tool Setup:**

1. Extract the bulk upload tool .zip file into a directory of your choice on the LOCAL workstation.
2. If your Internet access is governed by a Proxy Server, you may need to alter the Bulk Upload Tool configuration file. See ReadMe.txt for details.
3. Install the Trust Online SSL Certificate on your local machine to support the encrypted transfer of your claim information to and from the Trust across the Internet. Follow the directions provided in the ReadMe.txt to install the certificate.
4. Double click the TOBulkUpload.exe file to launch the Bulk Upload Tool