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 7 Service Pack 1 (SP1) See 'Readme.txt' for details, Windows 8, Windows 10
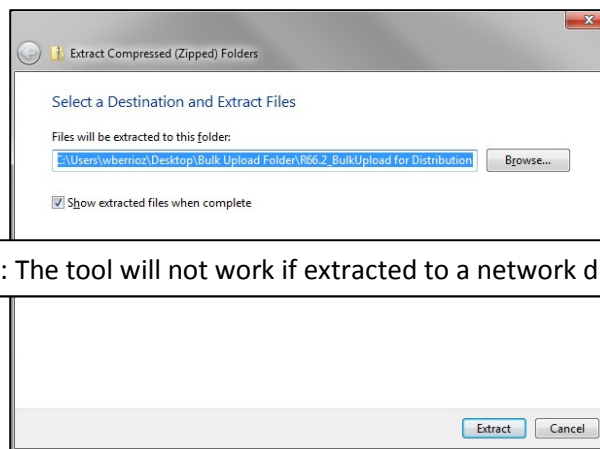
Required Software:

- Microsoft Office Access 2010 or later
- Microsoft .NET Framework Version 4.6.1

The Microsoft .NET Framework Version 4.6.1 is free and available from Microsoft.com at the following address:
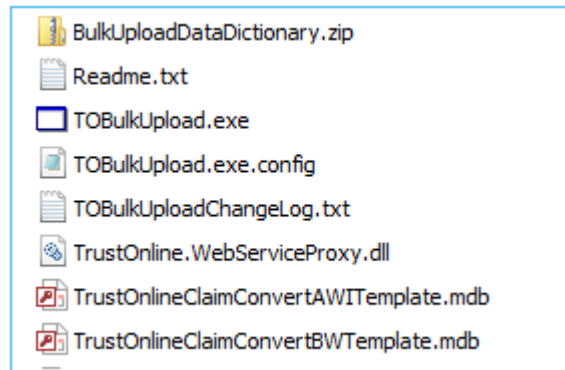
https://dotnet.microsoft.com/download/dotnet-framework

Bulk Upload Tool Setup:

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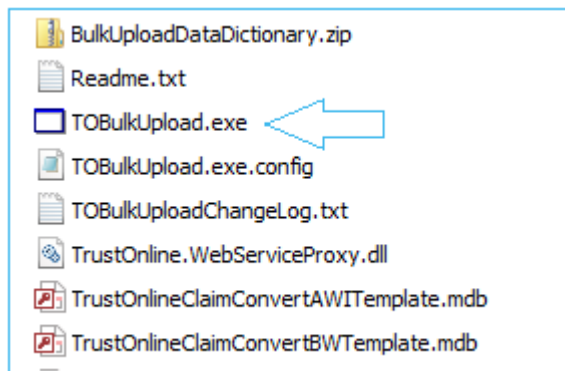

Note: The tool will not work if extracted to a network drive.

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

4. We are now ready to log into the Bulk Upload Tool.