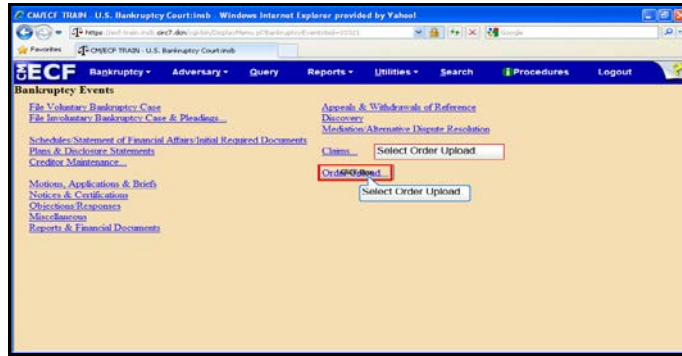Slide 1

Text Captions: Order Upload

Module 5 of 12

Slide 2
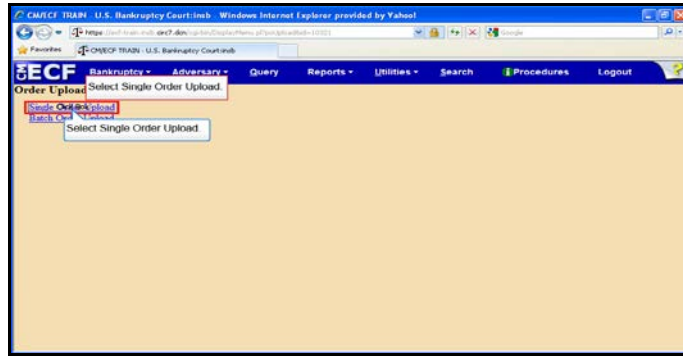
Text Captions: Select Bankruptcy.

Select Bankruptcy.

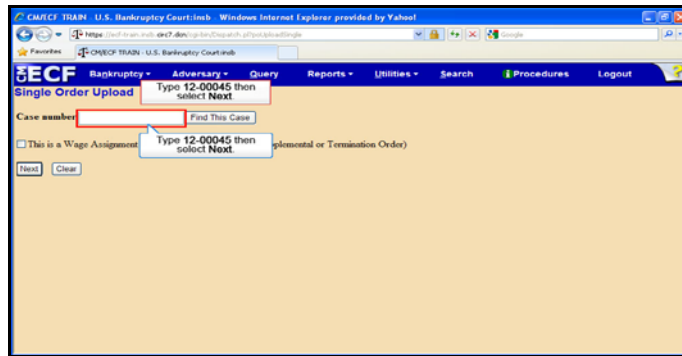Slide 3

Text Captions: Select Order Upload.

Select Order Upload.

Slide 4

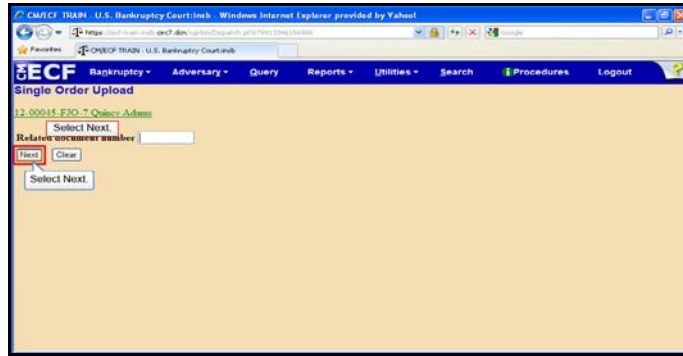Text Captions: Select Single Order Upload.

Select Single Order Upload.

Slide 5

Text Captions: Type 12-00045 then select Next.
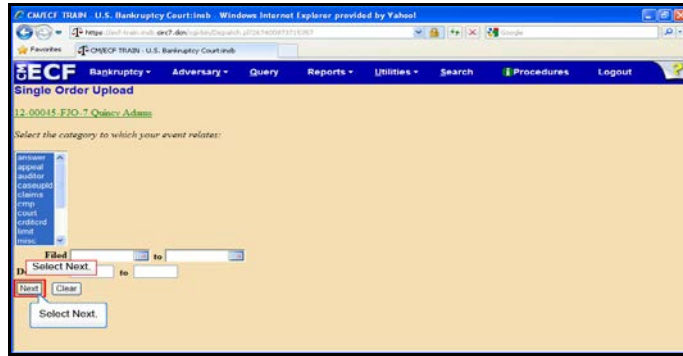
Type 12-00045 then select Next.

Slide 6
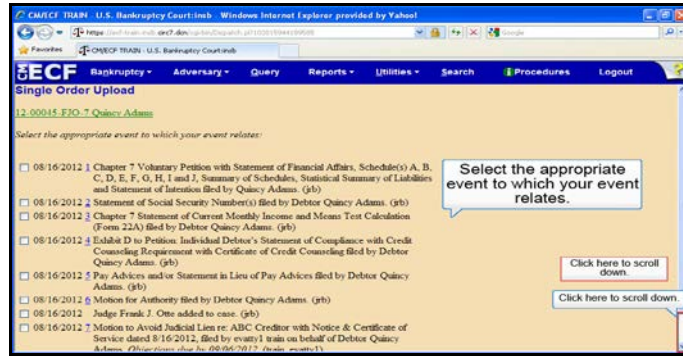
Text Captions: Select Next.

Select Next.

Slide 7

Text Captions: Select Next.

Select Next.

Slide 8

Text Captions: Click here to scroll down.

Select the appropriate event to which your event relates.

Click here to scroll down.

Slide 9

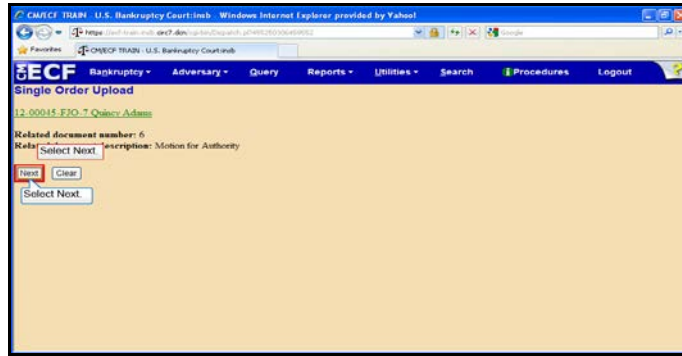Text Captions: Click here to select this motion.

Click here to select this motion.

Slide 10

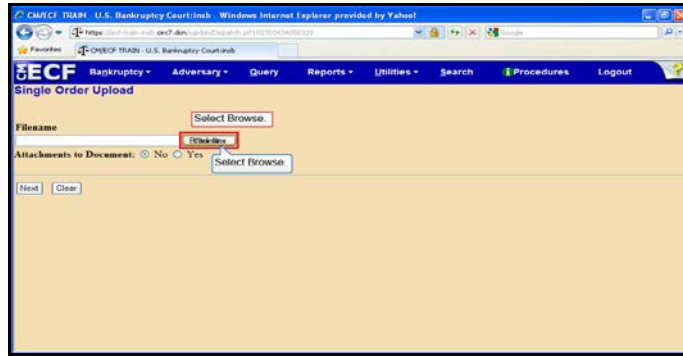Text Captions: Select Next.

Select Next.

Slide 11

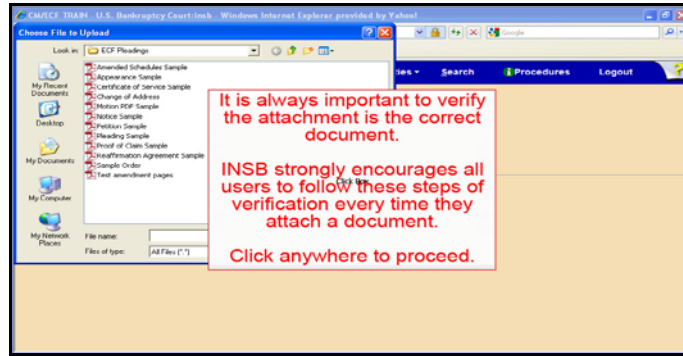Text Captions: Select Next.

Select Next.

Slide 12

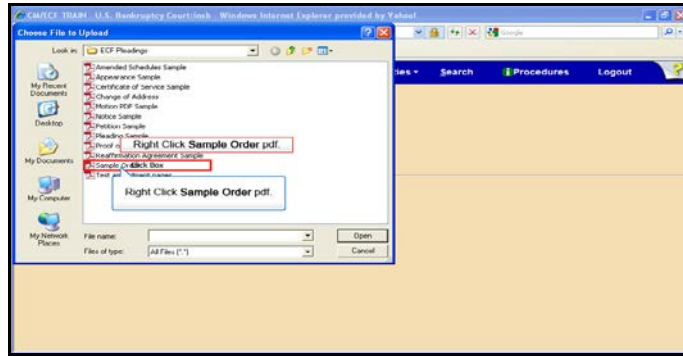Text Captions: Select Browse.

Select Browse.

Slide 13

Text Captions: It is always important to verify the attachment is the correct document.

INSB strongly encourages all users to follow these steps of verification every time they attach a document.
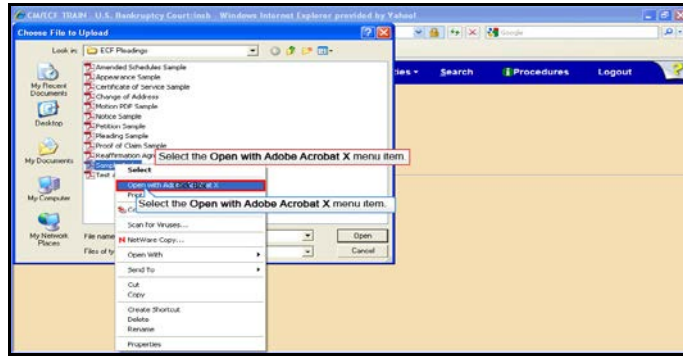
Click anywhere to proceed.

Slide 14

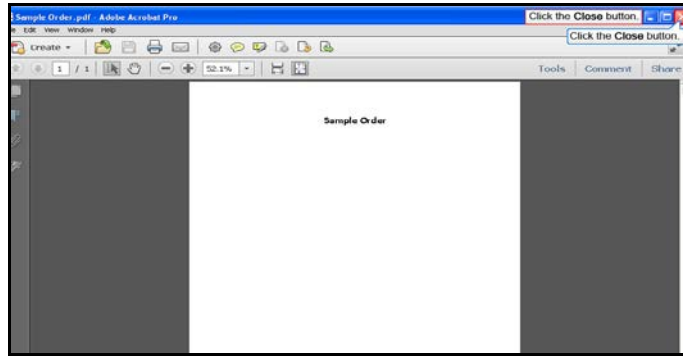Text Captions: Right Click Sample Order pdf.

Right Click Sample Order pdf.

Slide 15

Text Captions: Select the Open with Adobe Acrobat X menu item.

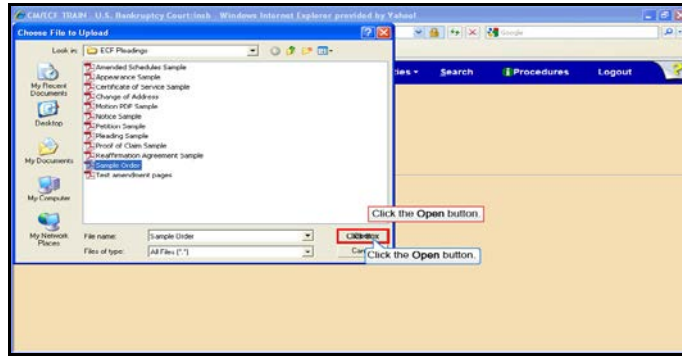Select the Open with Adobe Acrobat X menu item.

Slide 16

Text Captions: Click the Close button.
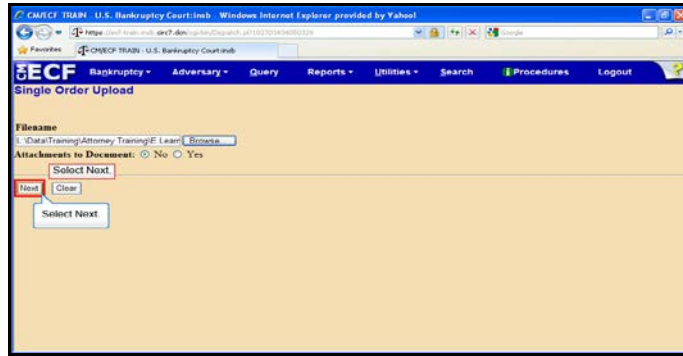
Click the Close button.

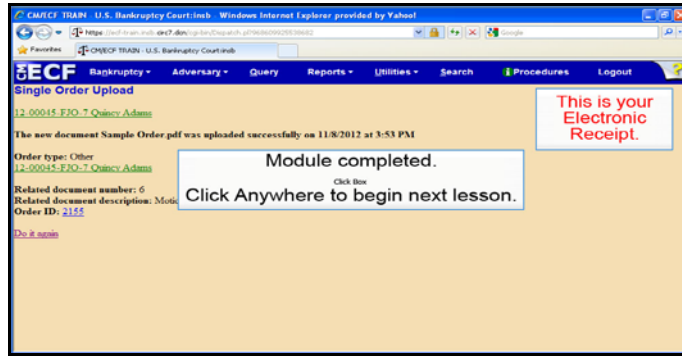Slide 17

Text Captions: Click the Open button.

Click the Open button.

Slide 18

Text Captions: Select Next.

Select Next.

Slide 19

Text Captions: Module completed.

Click Anywhere to begin next lesson.

This is your

Electronic Receipt.