

Slide 1

Text Captions: Order Upload

Module 5 of 8

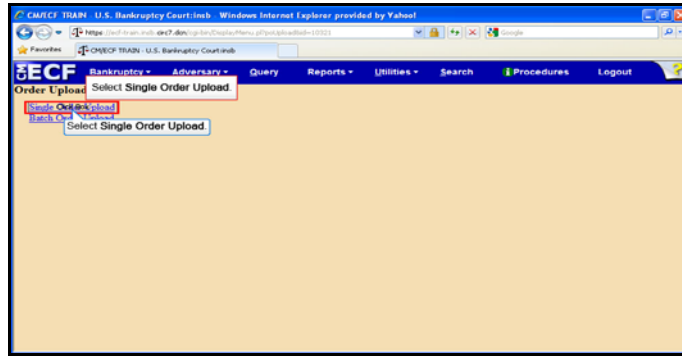


Slide 2

Text Captions: Select Bankruptcy.

Select Bankruptcy.

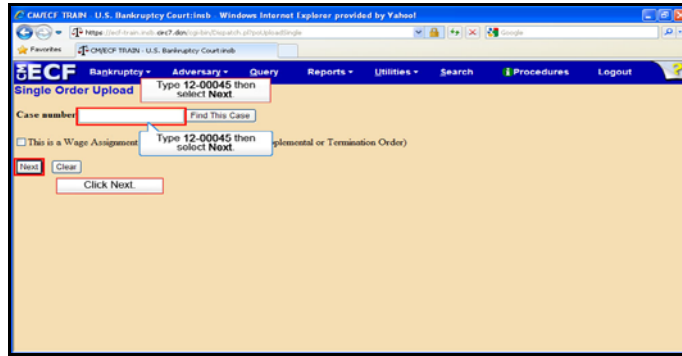




Slide 4

Text Captions: Select Single Order Upload.

Select Single Order Upload.

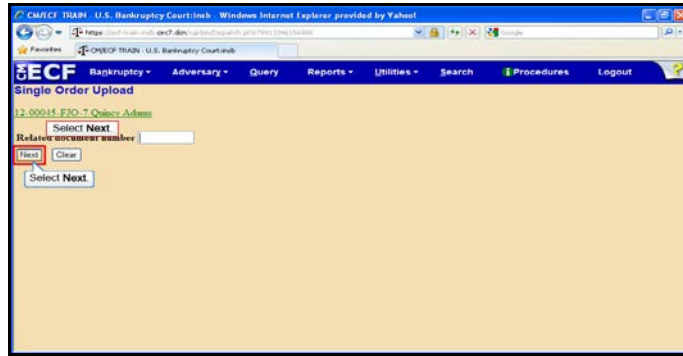


Slide 5

Text Captions: Type 12-00045 then select Next.

Type 12-00045 then select Next.

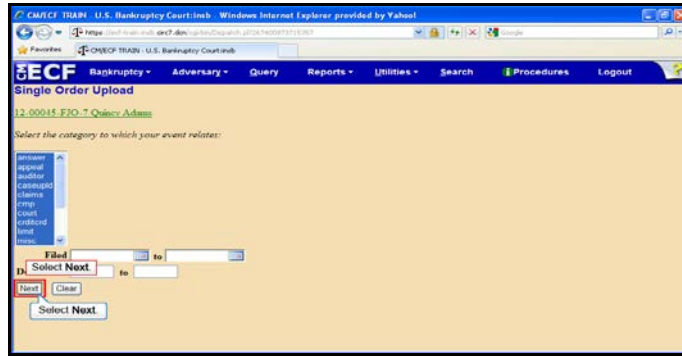
Click Next.



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.

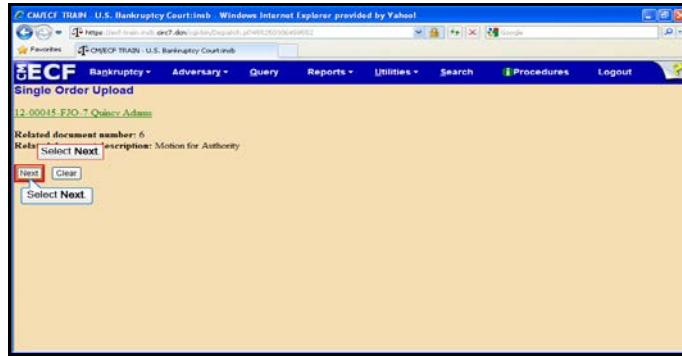
Click here to select this motion.



Slide 10

Text Captions: Select Next.

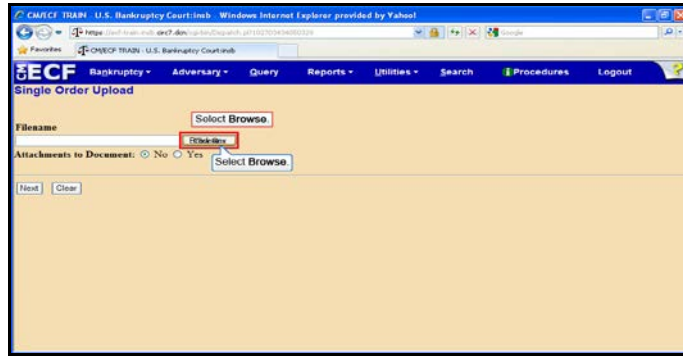
Select Next.



Slide 11

Text Captions: Select Next.

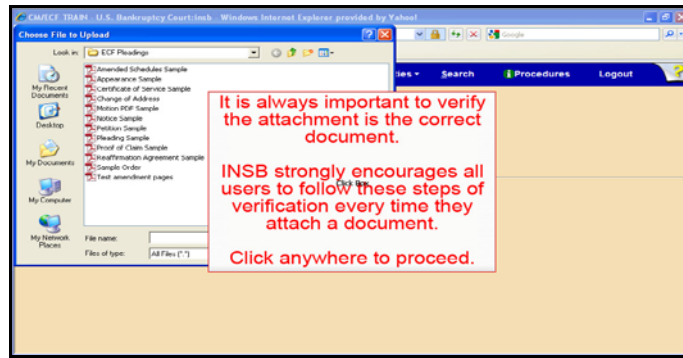
Select Next.



Slide 12

Text Captions: Select Browse.

Select Browse.

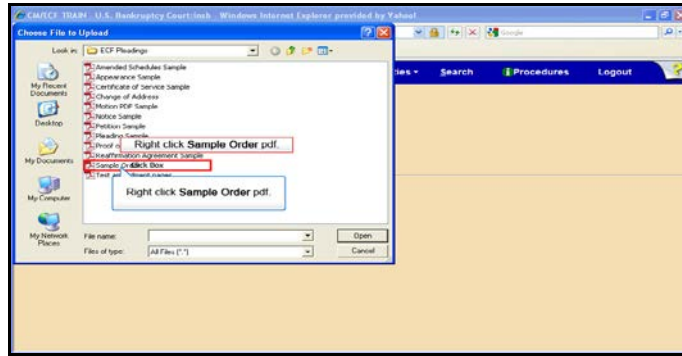


Slide 13

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.

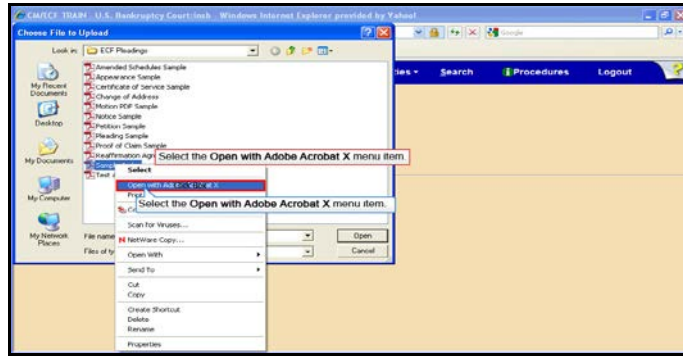
Click anywhere to proceed.



Slide 14

Text Captions: Right click Sample Order pdf.

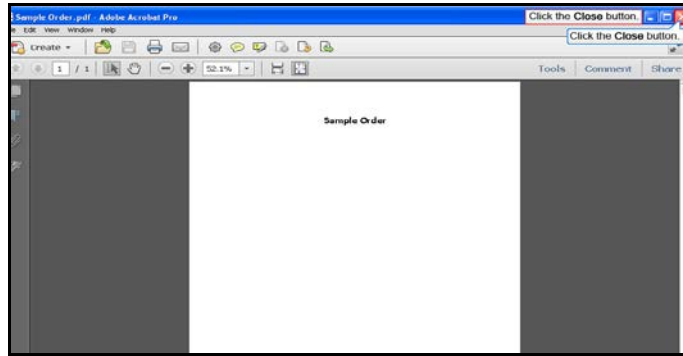
Right click Sample Order pdf.



Slide 15

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

Select the Open with Adobe Acrobat X menu item.

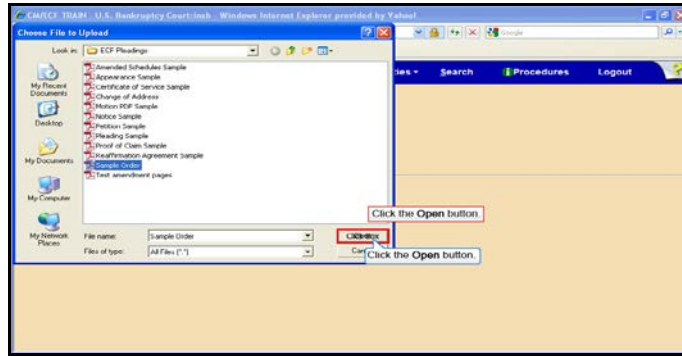


Slide 16

Text Captions: Click the Close button.

Click the Close button.

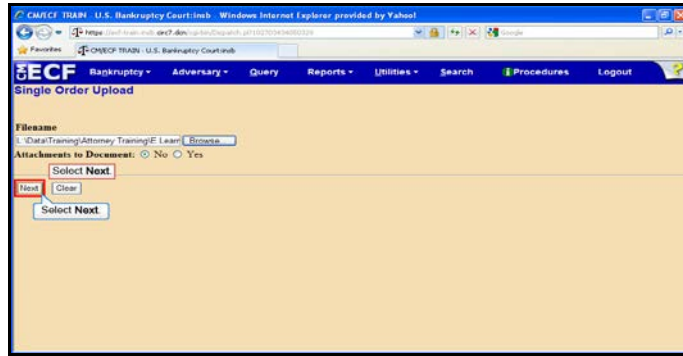




Slide 17

Text Captions: Click the Open button.

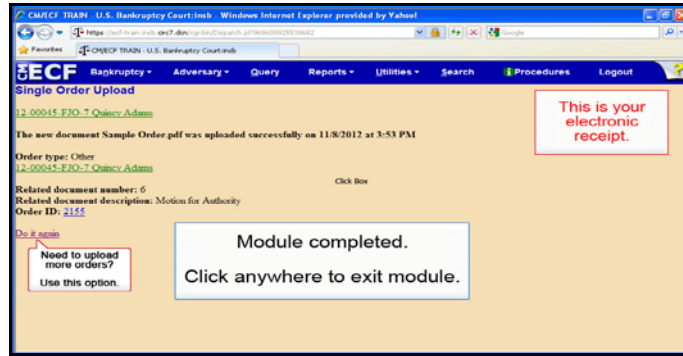
Click the Open button.



Slide 18

Text Captions: Select Next.

Select Next.



Slide 19

Text Captions: Module completed.

Click anywhere to exit module.

Need to upload more orders?

Use this option.

This is your electronic receipt.