Upload Creditor List

Module 2 of 8

Slide 1

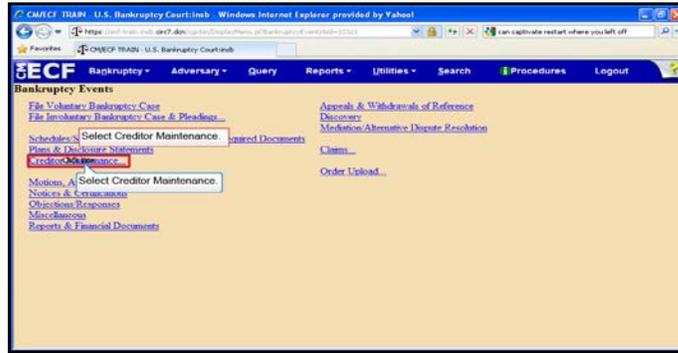Text Captions: Upload Creditor List

Module 2 of 8

Slide 2

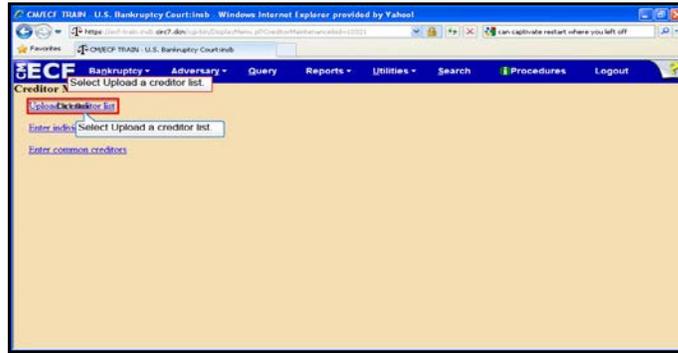Text Captions: Select Bankruptcy.

Select Bankruptcy.

Slide 3

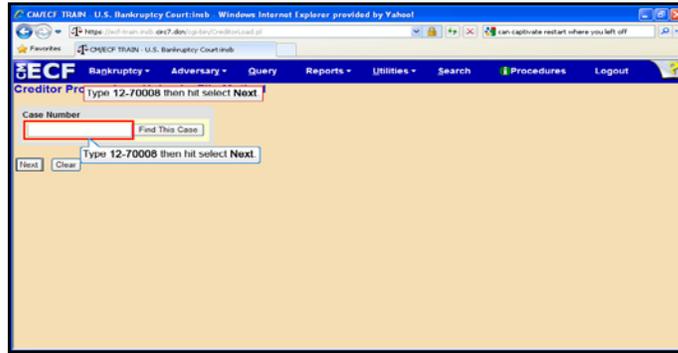Text Captions: Select Creditor Maintenance.

Select Creditor Maintenance.

Slide 4

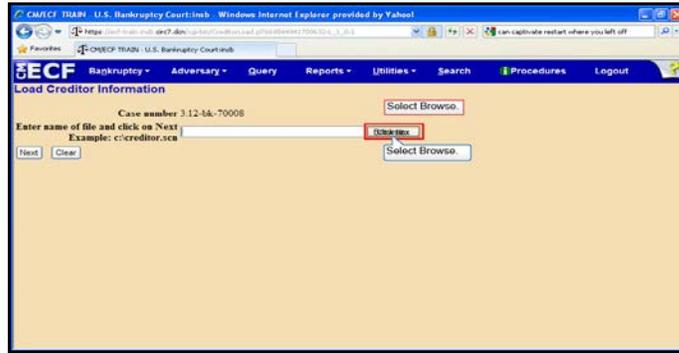Text Captions: Select Upload a creditor list.

Select Upload a creditor list.

Slide 5

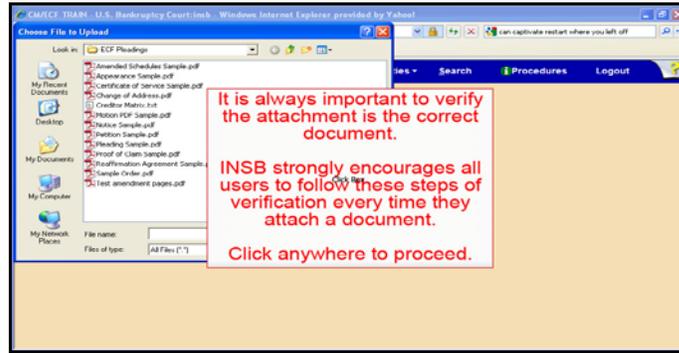Text Captions: Type 12-70008 then hit select Next.

Type 12-70008 then hit select Next.

Slide 6

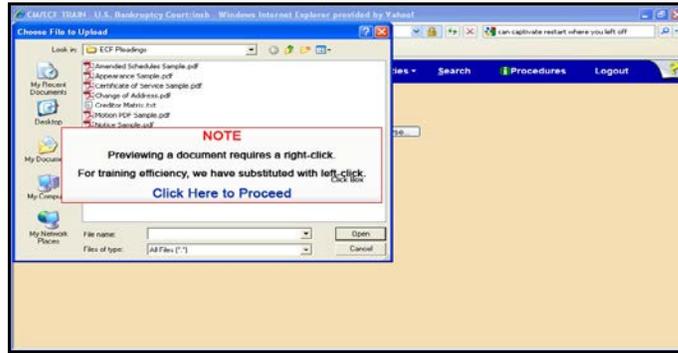Text Captions: Select Browse.

Select Browse.

Slide 7

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.
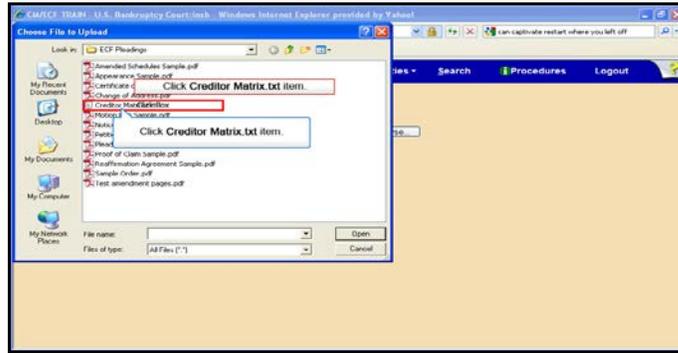
Click anywhere to proceed.

Slide 8

Text Captions: NOTE

Previewing a document requires a right-click.

For training efficiency, we have substituted with left-click.
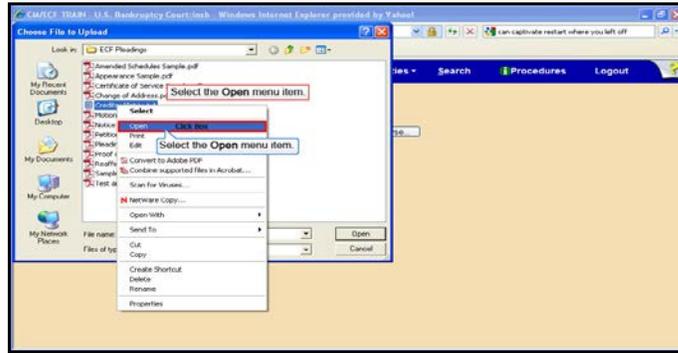
Click Here to Proceed

Slide 9

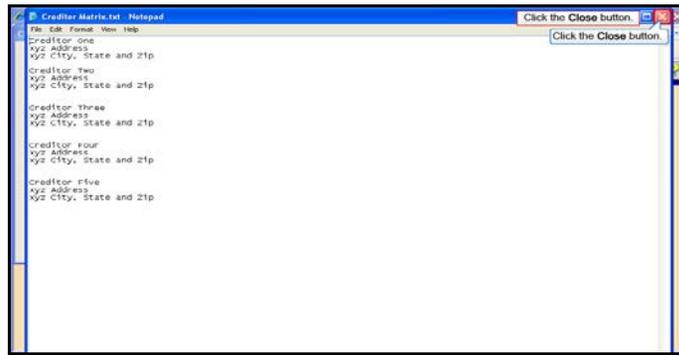Text Captions: Click Creditor Matrix.txt item.

Click Creditor Matrix.txt item.

Slide 10

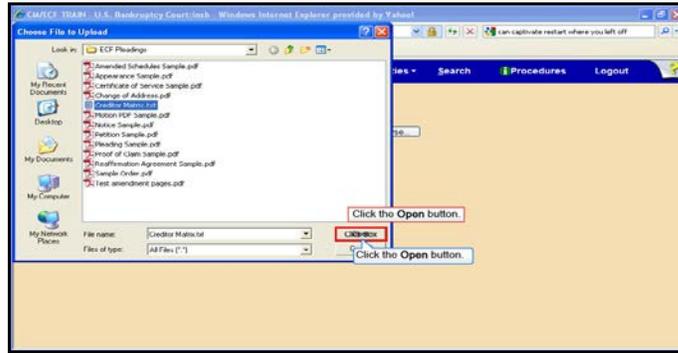Text Captions: Select the Open menu item.

Select the Open menu item.

Slide 11

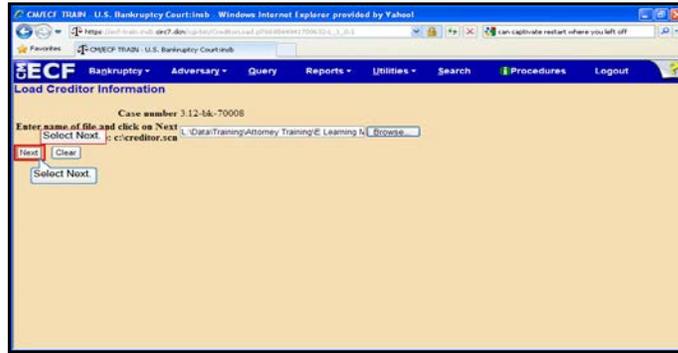Text Captions: Click the Close button.

Click the Close button.

Slide 12

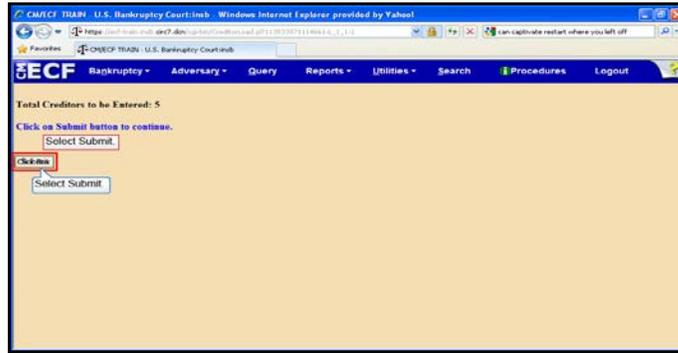Text Captions: Click the Open button.

Click the Open button.

Slide 13

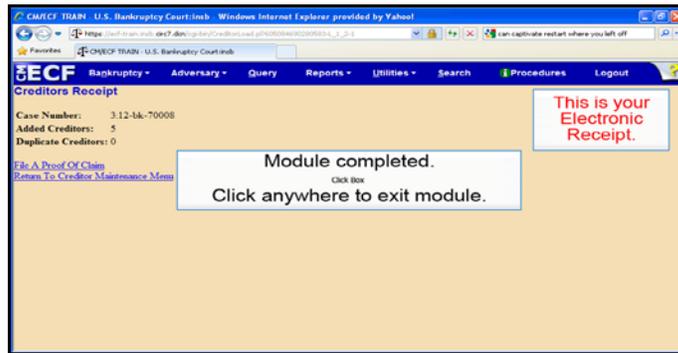Text Captions: Select Next.

Select Next.

Slide 14

Text Captions: Select Submit.

Select Submit.

Slide 15

Text Captions: Module completed.

Click anywhere to exit module.

This is your

Electronic Receipt.