

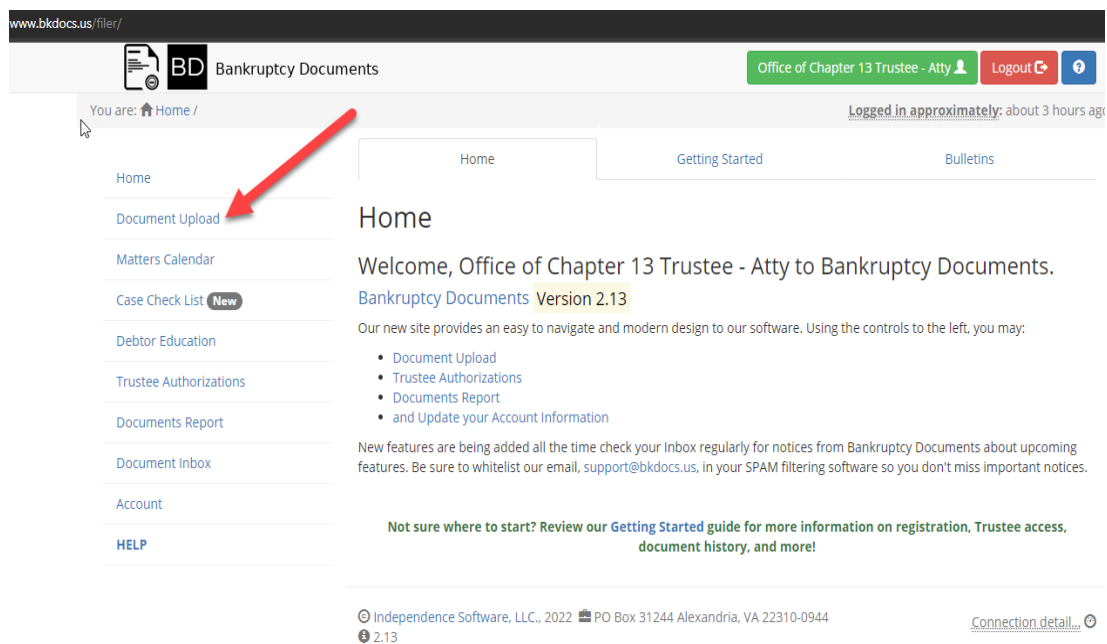
# Instruction for Uploading Authorization for Trustee Disbursements via Bankruptcy Documents

(This upload process should be used for submission of the original authorization, changed authorization or termination request)

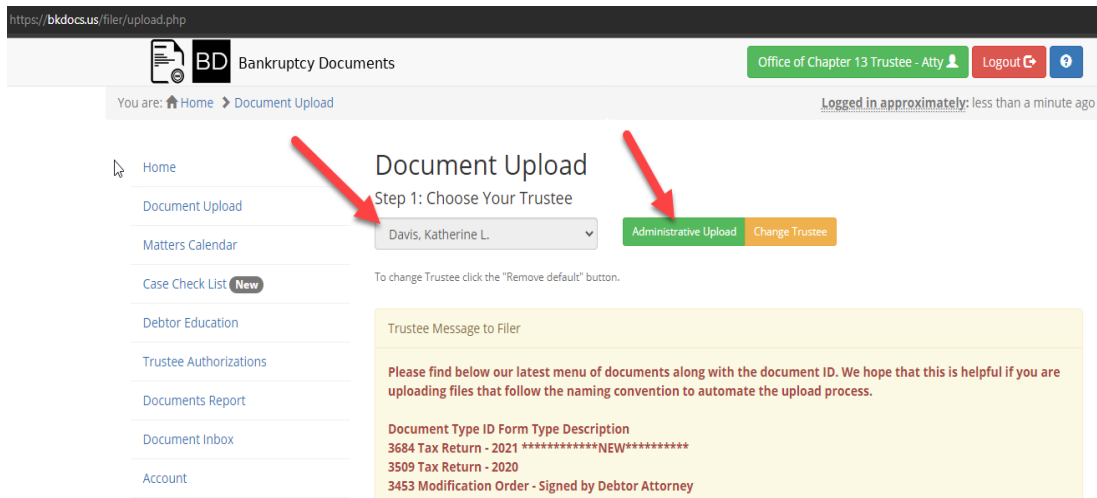
1. Open your browser and go to [www.bkdocs.us](http://www.bkdocs.us)
2. Click on Sign-in/Login if you are already registered or choose Register to register for a login.



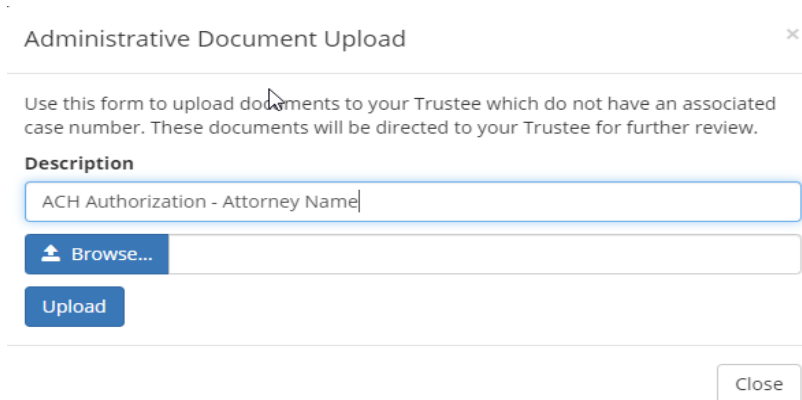
3. Once signed in, click on the Documents Upload option on the left side of the page.



4. Make sure the correct Trustee name is selected and then Click on the Administrative Upload (NOTE THAT THIS UPLOAD OPTION SHOULD NOT BE USED FOR INDIVIDUAL CASES AS THEY WILL NOT PROCESS CORRECTLY)



5. Type a description similar to the image below except use the name included in the Authorization. Use the browse option to select the completed and signed PDF file of the Authorization. Then select Upload.



6. You can use the Documents Report option on the left side of the page to view uploaded documents.

