

Bulk Document Submittal Instructions

Bulk Document Submittal is available for submittal of documents for groups of claimants; however, each claim form has a document upload function that can be utilized by the individual and/or the firm.

Please review the information that follows closely and in its entirety. If you have questions regarding bulk document submittal, please send your questions via email to mnkpitrust@mnkpitrust.com (preferred) or call 855-637-5538, and we will be glad to assist.

Content/Use Options

Bulk Document Submittal can be utilized for any combination of the following purposes:

- Full document submittal of completed claim forms as well as required forms and supporting documentation to accompany a Bulk Data Import of claim data.
- Partial document submittal where the claim form is completed by the individual and/or the data is submitted via Bulk Data Import and the firm is providing the required forms and documentation.

Submittal Process

Due to the sensitivity/privacy of the information being passed, documents must be submitted securely; therefore, one of the following must be used:

- Dropbox folder provided by our firm
 - Setup Requirements – Email the following to mnkpitrust@mnkpitrust.com
 - Firm Name
 - Email of those that should have access to the Dropbox
 - Access can be removed/added as needed
- Dropbox link provided by your firm
 - Please email the link to mnkpitrust@mnkpitrust.com and ensure the email references your firm name.
- SFTP link or similar secure transmission
 - Due to the varying SFTP options available, the establishment of the SFTP would be facilitated by the firm with access provided to our firm.
 - If this is an option that you would like to utilize, please email the basic information about the protocol you will be using (type, how accessed, etc.) to mnkpitrust@mnkpitrust.com, and we will set up a call to discuss further and establish next steps to get the connection made.

Submittal Folder Naming Format

Regardless of the submittal process used, document submittals should be grouped by the date submitted and the following format should be used for the folder name - YYYY.MM.DD.

If the documents will be accompanied by a data file (see Bulk Data Import Instructions), the file should be submitted in the folder with the related documents.

File and Sub Folder Naming Format

The file naming format is **Last, First of the Injured Party** for documents uploaded.

Multiple individuals' documents can be submitted in a single folder or can be grouped into folders for each individual (the folders should have the same Last, First naming format).

After the required Last, First naming format, you can use other "add-ons" to the file name as needed to separate individuals with the same name and/or identify them better within your firm. These add-ons might include middle name/initial, client ID, document type, etc.