

## UPLOADING A DOCUMENT

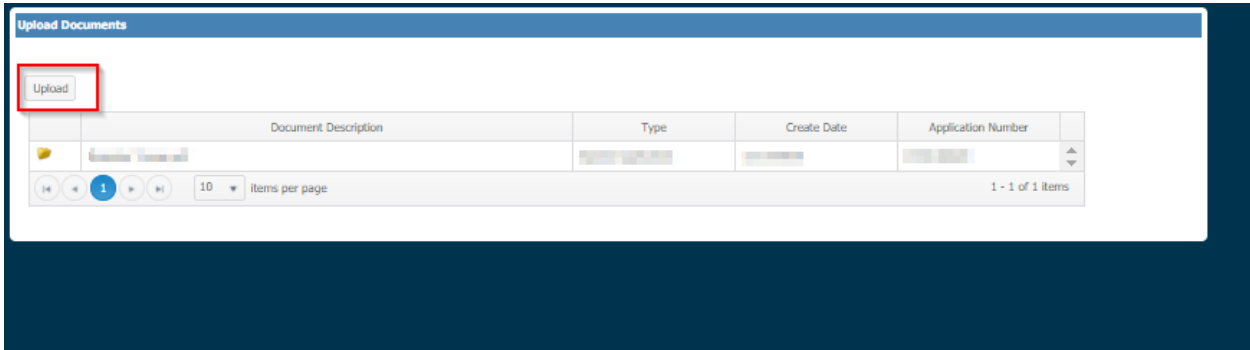
- Go to Upload Documents on the KACP website and click proceed.

The screenshot shows the homepage of the Kentucky Assigned Claims Plan. On the left, there is a 'Login for Internal Users' section with fields for 'User ID' and 'Password', a 'Remember my User ID' checkbox, and a 'Log In' button. Below this are 'Apply for Benefits' and 'Contact Us' sections, each with a corresponding button. The main content area features the title 'Kentucky Assigned Claims Plan' and a 'Purpose' section explaining that a person entitled to Basic Reparations Benefits can obtain them through this plan. A 'The Kentucky No-fault application' section provides instructions on how to start an application. On the right side, there is a 'Servicing Carrier Updates' section with a dropdown menu and a 'Proceed' button. Below that, the 'Upload Documents' button is highlighted with a red rectangular box, and an 'FAQ' button is visible at the bottom right.

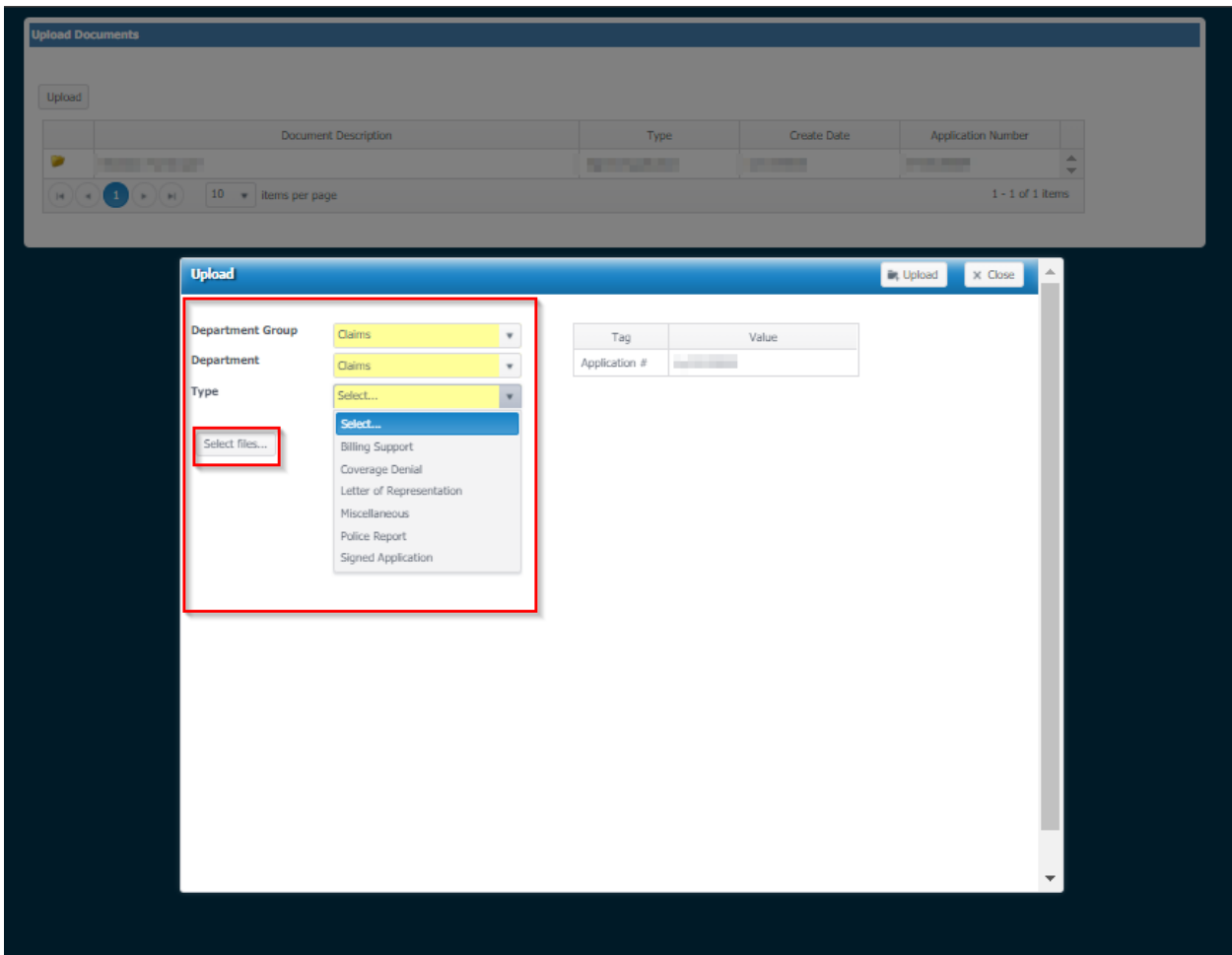
- Enter the application number, date of loss, first name, last name, and last 4 digits of social security number then click proceed.

The screenshot shows the 'Upload Documents' form. It contains five input fields: 'Application #', 'Date of Loss', 'First Name', 'Last Name', and 'SSN (last 4 digits)'. Each of these input fields is highlighted with a red rectangular box. At the bottom left of the form, there are two buttons: 'Proceed' and 'Cancel'. The 'Proceed' button is also highlighted with a red rectangular box.

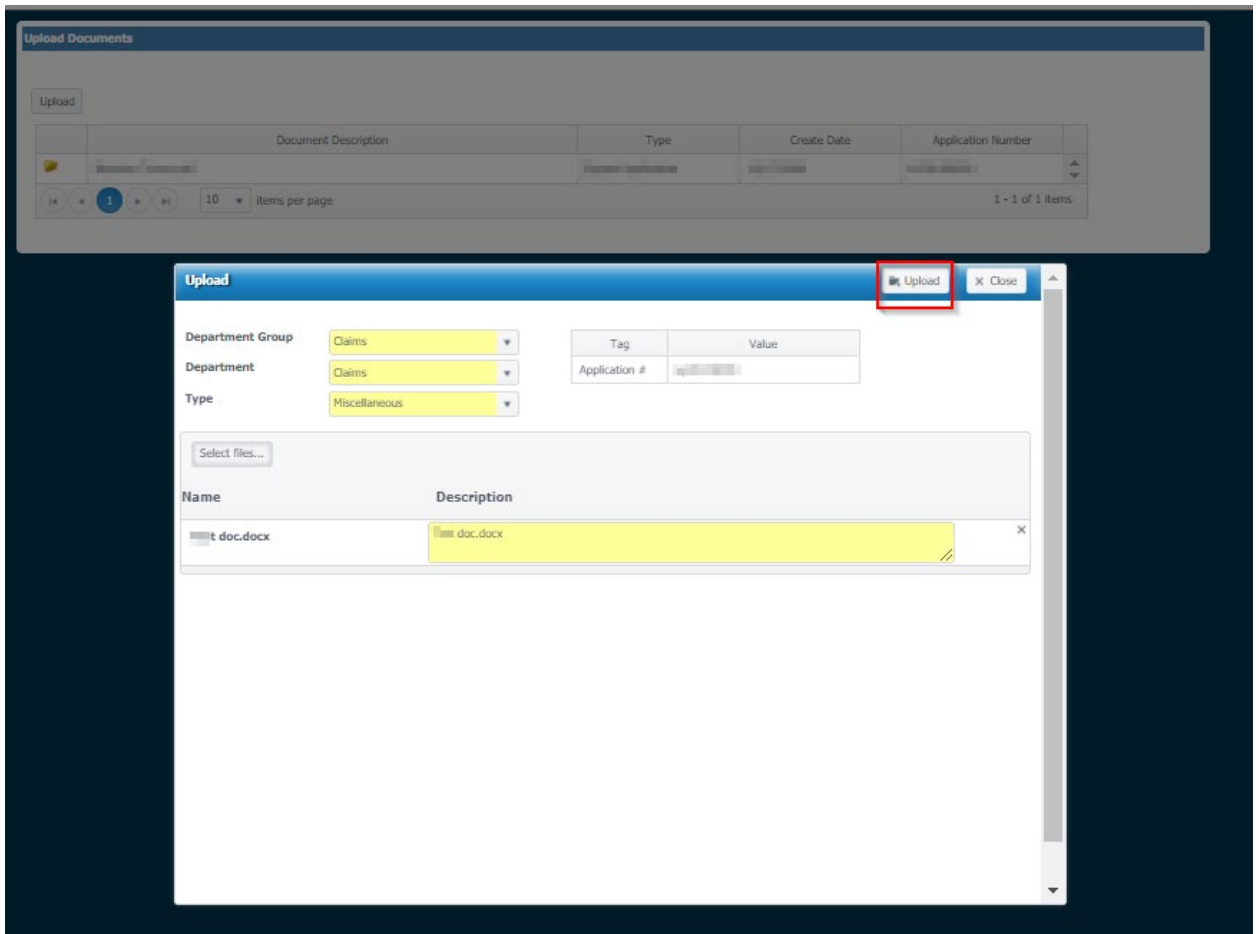
- Click upload.



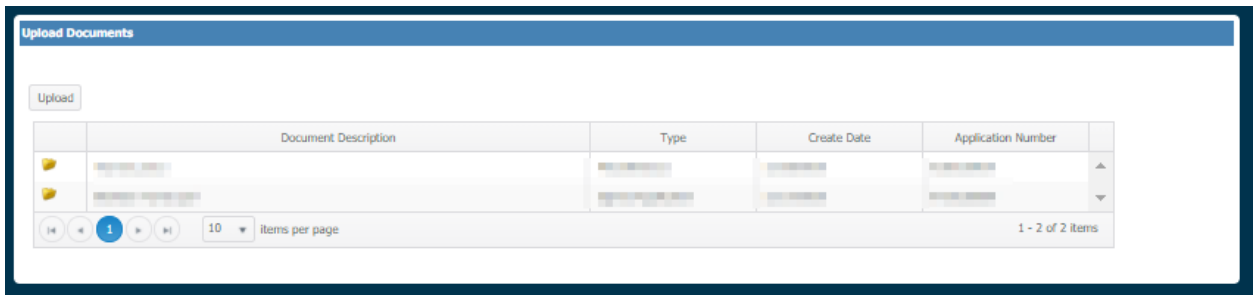
- The highlighted fields are required. Select an option from the drop-down menus. Once the highlighted fields are completed, click select files.



- Click the upload button.



- The documents are now uploaded. If you have more documents to upload simply click the upload button and repeat the process.



- Once all documents are uploaded, you may click return to go to the main page.

