

Upload a Creditor Matrix File

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Creditor Maintenance...**
- STEP 3.** Click on **Upload a creditor matrix file.**
- STEP 4.** The **Creditor Processing - Upload a File Method** screen displays.
- Insert the case number using the YY-NNNNN format.
 - Click **Next**.
- STEP 5.** The **Load Creditor Information** screen displays.
- If creditors have already been loaded for the case, a warning displays, **Case XX-XXXXX already contains creditors!**
 - Click **Browse** to select the appropriate .txt document to attach.
 - Click **Next**.
- STEP 6.** The **Add Creditor(s)** screen displays.
- Confirm the number of creditors being added.
 - Click **Submit**.
- STEP 7.** The **Creditors Receipt** screen displays confirming creditors added.