Guidance on How to submit bulk query

## Q&A

How does an employer or consortium/third-party administrator (C/TPA) submit a bulk query?

*Guidance:* Download and complete the Bulk Upload Template File. (C/TPAs: If you work with multiple employers, you will need to upload a separate file for each employer.) Once you have completed the bulk upload file, log in to the Clearinghouse. Under My Dashboard, go to Queries and select “submit a bulk upload.”