

Epiq Systems Inc

Document Delivery

<https://documentdelivery.epiqsystems.com>

Requires:

- Chrome Browser or
- Internet Explorer version 10 or higher

Accept the Trustee Invitation email

- Be logged on and click on the **invitation link**

You have been invited to utilize Epiq Document Delivery by Trustee.

Document Delivery provides a secure and easy method to deliver documents to Fiduciaries using Epiq products. Once you have completed the registration process, you will be able to access the website and upload documents.

If you are already a registered user, simply click the link to complete the authorization process. If this is your first time using the system, you will first need to complete a simple registration page to create your account.

Click the link below to accept the invitation from Trustee:

<https://documentdelivery.epiqsystems.com/Account/ConfirmAuthorization/T7TyK34JGU>

(the invitation link can only be used one time and Expires within 30 days)

Please note: You can only click on the link once to accept this invitation. After clicking once, the link becomes inactive.

For future document submissions you must access the Document Delivery website directly at

<https://documentdelivery.epiqsystems.com>.

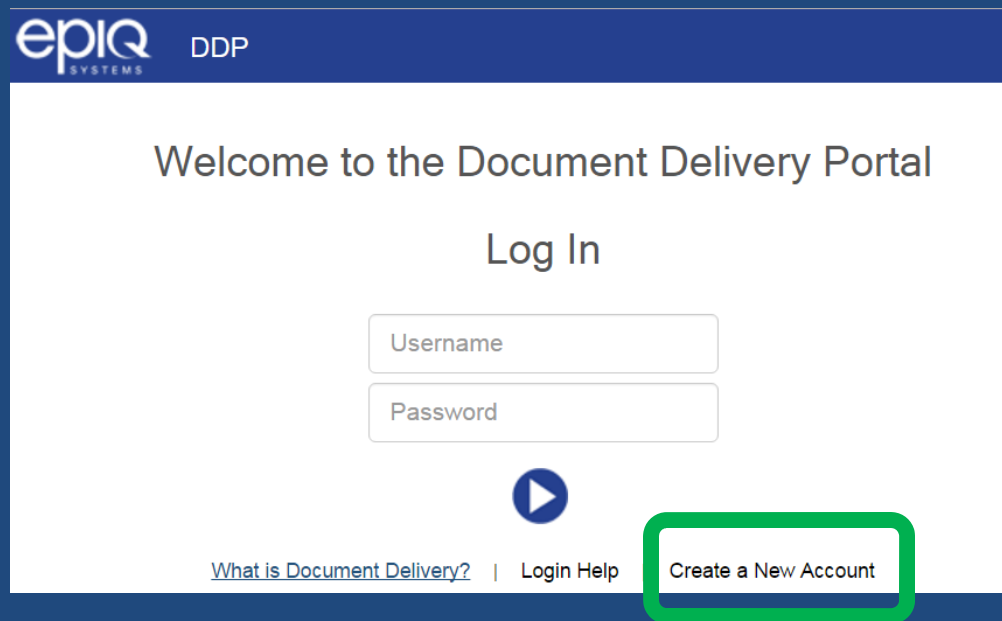
Please do not access the website via the links included on the emails that were sent during the registration process.

Steps to setup

1. Create an account

<https://documentdelivery.epiqsystems.com>

2. Accept the invitation from the trustee.



The screenshot shows the epiQ DDP login page. At the top left is the epiQ SYSTEMS logo and 'DDP'. The main heading is 'Welcome to the Document Delivery Portal'. Below that is a 'Log In' section with two input fields: 'Username' and 'Password'. A blue play button icon is centered below the fields. At the bottom, there are three links: 'What is Document Delivery?', 'Login Help', and 'Create a New Account'. The 'Create a New Account' link is highlighted with a green rounded rectangle.

Create a New Account

New User Registration

Use the form below to create a new account.

* = Required

First Name*

Middle Name

Last Name*

Firm Name*

Username*

Email address*

Password*

Confirm Password*

Passwords are required to be a minimum of 7 characters in length, contain at least one upper case character, at least one lower case character and at least one number.

End User License Agreement

You must read the End User License Agreement and accept the terms in order to complete the registration process.

IMPORTANT - READ CAREFULLY: THIS END-USER LICENSE AGREEMENT ("AGREEMENT") IS A LEGAL AGREEMENT BETWEEN YOU AND EPIQ SYSTEMS, DOCUMENTATION AND OTHER TEXT; ARTWORK, PHOTOS, VIDEO AND AUDIO CONTENT; AND ALL

I have read and accept the terms*

- Create a New Account Or Logon with Existing credentials
- If you create a new account you will need to open the email confirmation sent to the email used for the account to enable your logon

Submitter Home

File Edit View Favorites Tools Help

epiq SYSTEMS Document Delivery Portal

Document Delivery Dashboard

Recipients Staff Document History Email History

Name	Email Address
Epiq	

CORPORATE | SUBSCRIBE | DISCLAIMER | TERMS OF USE | PRIVACY STATEMENT | SAFE HARBOR
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Click the Arrow at the top right to upload documents



Upload Documents

Please be sure to input a valid case number before adding files to be uploaded.

Drag and drop files into the box area to upload (or click anywhere within the box area to browse for files).
Only PDF files under 5 MB are accepted.

(Files with a name longer than 30 characters may be renamed.)

Mark Documents as N/A

Cancel

Next

- Select your Trustee and enter the case number.
- Drag files from Explorer to the center of the window
- or click the center window to search for documents
- Click Next

Upload Documents

[View Information for Trustee](#)

Fill in the information relating to each document uploaded.

Case #

16-12345

Doc Name

Test.PDF

Doc Category

Tax Returns

Notes

Cancel

Previous

Finish

Select the Doc Category for each document
click Finish