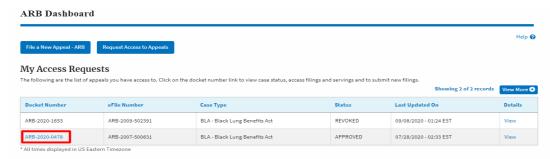
HOW TO SUBMIT A NEW FILING TO AN APPEAL IN ARB?

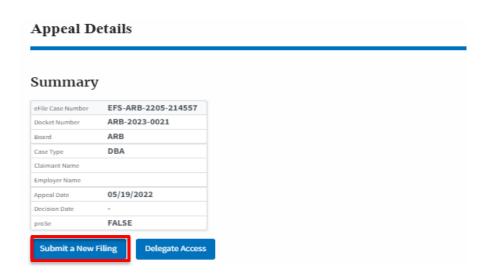
1. Click on the ARB tile from the main dashboard.



2. Click on the approved <Docket Number> link. The user is navigated to the appeal details page.

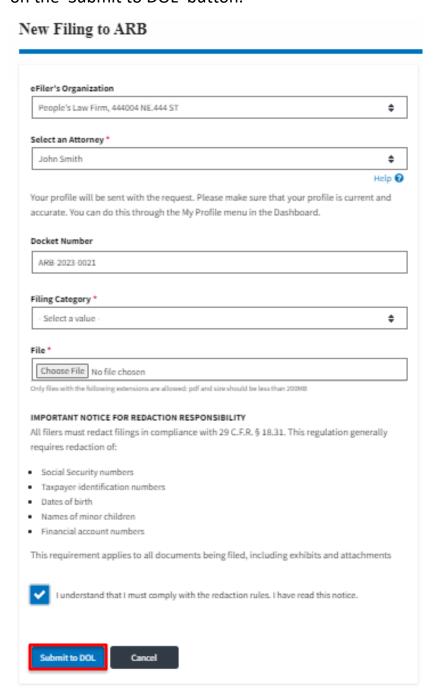


3. Click on the 'Submit a New Filing' button. The user is navigated to the 'New Filing to Boards' page



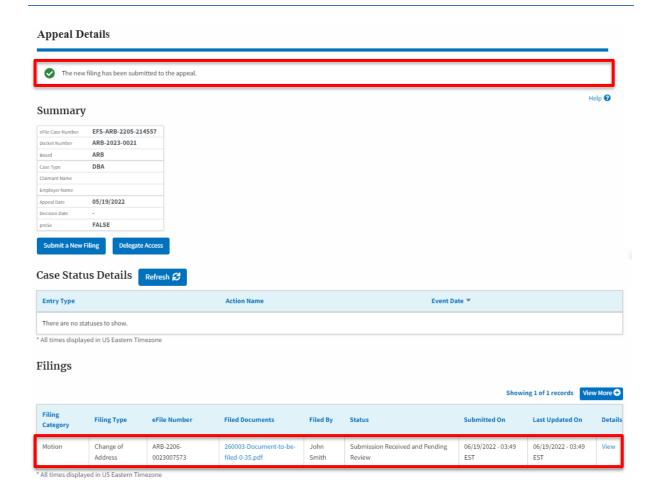


4. The user selects the 'Filing Category' and its 'Filing Type', which verifies the organization and delegated users. Uploads the mandatory field and clicks on the 'Submit to DOL' button.

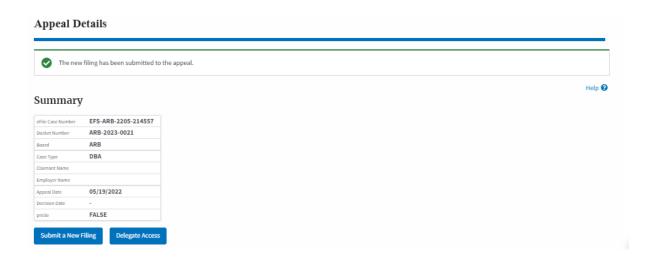


5. The filing request is listed in the 'Filings' table with the 'Submission Received and Pending Review' status along with a confirmation message.

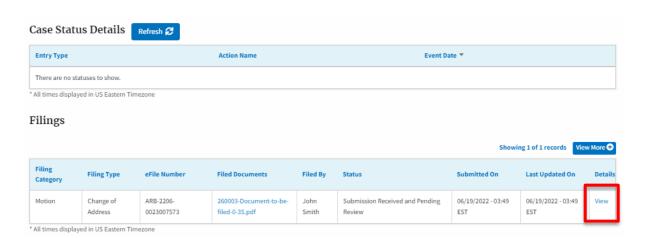




6. Click on the 'View' link under the 'Details' table header. The user is navigated to the view details page.







7. The user is displayed with a details popup and can click on the document links which are submitted by the user.



Status Update Log



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