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

1. Click on the BRB 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’ and uploads the mandatory field and clicks on the ‘Submit to DOL’ button.
5. The filing request is listed in the ‘Filings’ table with ‘SUBMITTED’ status along with a confirmation message.

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**Filings**

<table>
<thead>
<tr>
<th>Filing Category</th>
<th>Filing Type</th>
<th>eFile Number</th>
<th>Filled Documents</th>
<th>Filled By</th>
<th>Status</th>
<th>Submitted On</th>
<th>Last Updated On</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion</td>
<td>Withdraw Appeal</td>
<td>B35-2008-041204-041204</td>
<td>Processing please wait</td>
<td>Emma Sunny</td>
<td>SUBMITTED</td>
<td>06/14/2020 06:16 EST</td>
<td>06/14/2020 06:46 EST</td>
<td>View</td>
</tr>
</tbody>
</table>

*All times displayed in US Eastern Time Zone.*
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.