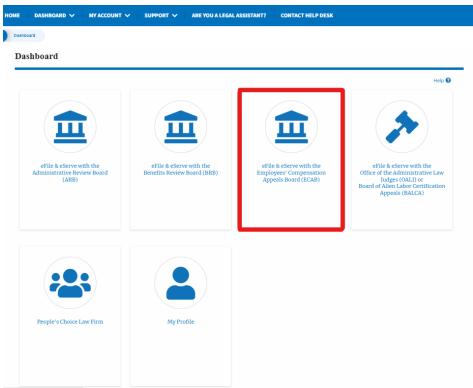


## HOW TO SUBMIT A NEW FILING TO AN APPEAL IN ECAB?



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

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

ECAB Dashboard						
File a New Appeal - ECAB	Request Access to Appeals					Help 🕜
My Access Requests	S s you have access to. Click on the doc	kat numbar link to viaw casa statu	s access filings and serving	rs and to submit new fillings		
The following are the list of appear	s you have access to: click on the doc	we nomber tink to view case stat	s, access mings and serving	prano to sobinit new nings.	Showing 2 of 2 records	View More 🗨
Docket Number	eFile Number	Case Type	Status	Last Updated On		Details
ECAB-2012-0128	ECAB-2009-510208	FECA	APPROVED	09/14/2020 - 07:58 EST		View
ECAB-2020-2454	ECAB-2009-502502	FECA	SUBMITTED	09/10/2020 - 03:04 EST		View

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



#### Appeal Details

#### Summary

Docket Number	ECAB-2023-0022
Board	ECAB
Cane Type	FECA
ClaimantName	
Employer Name	
Appeal Date	05/28/2022
Decision Date	
proSe	FALSE

4. The user selects the 'Filing Category' and its 'Filing Type' and uploads the mandatory field and clicks on the 'Submit to DOL' button.

### New Filing to ECAB

Your profile will be sent with the request. Please make sure that your profile accurate. You can do this through the My Profile menu in the Dashboard.	Help 🕻
	e is current and
accurate. You can do this through the My Profile menu in the Dashboard.	
Docket Number	
ECAB-2023-0022	
Filing Category *	
- Select a value -	\$
-1	
File *	
Choose File I No file chosen	



5. The filing request is listed in the 'Filings' table with 'SUBMITTED' status along with a confirmation message.

Appeal De	etans							
The new t	filing has been subm	itted to the appeal.						
								Help 😮
Summary								
eFile Case Number	EFS-ECAB-2205-22	14600						
Docket Number	ECAB-2023-0022							
Board	ECAB							
Case Type	FECA							
Claimant Name								
Employer Name								
Appeal Date	05/28/2022							
Decision Date	-							
proSe	FALSE							
Submit a New F		Refresh 🞜						
Entry Type		A	ction Name		Event Dat	te 🔻		
There are no sta	tuses to show.							
* All times displaye	ed in US Eastern Tim	ezone						
Filings								
						Showing	2 of 2 records View	v More 🛨
Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Detail
Motion	Withdrawal of Counsel	ECAB-2207- 0023007649	Processing please wait.	John Smith	Submission Received and Pending Review	07/01/2022 - 07:29 EST	07/01/2022 - 07:29 EST	View

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

Filings

Showing 2 of 2 records						2 of 2 records View	v More 🕈	
Filing Category	Filing Type	eFile Number	Filed Documents	Filed By	Status	Submitted On	Last Updated On	Details
Motion	Withdrawal of Counsel	ECAB-2207- 0023007649	Processing please wait.	John Smith	Submission Received and Pending Review	07/01/2022 - 07:29 EST	07/01/2022 - 07:29 EST	View

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



eFile Number	ECAB-2207-0023007649	
eFile Case Number	EFS-ECAB-2205-214600	
Filing Category	Motion	
Filing Type	Withdrawal of Counsel	
Filed Documents	260045-Document-to-be-filed-0-37.pdf	
Status	Submission Received and Pending Review	
Submitted On	07/01/2022 - 07:29 EST	
Filing Party	John Smith	
Submitted By:	John Smith	

# Status Update Log

eFile Number	eFile Status	Comment	Updated On
ECAB-2207-	Submission Received and	New filing has been submitted.	07/01/2022 - 07:29
0023007649	Pending Review		EST