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

1. Click on the **ECAB** tile from the main dashboard.
   
   ![Dashboard Image]

2. Click on the approved <Docket Number> link with User Type “AoR”. The user is navigated to the appeal details page.

   ![ECAB Dashboard Image]
3. Click on the ‘Submit a New Filing’ button. The user is navigated to the ‘New Filing to Boards’ page

**Appeal Details**

**Summary**

<table>
<thead>
<tr>
<th>eFile Case Number</th>
<th>EFS-ECAB-1610-063968</th>
</tr>
</thead>
<tbody>
<tr>
<td>Docket Number</td>
<td>ECAB-2017-0025</td>
</tr>
<tr>
<td>Board</td>
<td>ECAB</td>
</tr>
<tr>
<td>Case Type</td>
<td>FECA</td>
</tr>
<tr>
<td>Claimant Name</td>
<td>FNAME99480 MNAME98423 HARVEY</td>
</tr>
<tr>
<td>Employer Name</td>
<td>UNITED STATES POSTAL SERVICE, INDIANAPOLIS, IN</td>
</tr>
<tr>
<td>Appeal Date</td>
<td>10/11/2016</td>
</tr>
<tr>
<td>Decision Date</td>
<td>09/20/2016</td>
</tr>
<tr>
<td>priSe</td>
<td>TRUE</td>
</tr>
</tbody>
</table>

4. The user selects the attorney for whom the filing is submitted for, ‘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 is current and accurate. You can do this through the My Profile menu in the Dashboard.

**Docket Number**

ECAB-2011-0128

**Filing Category**

- Select a value -

**File**

- Choose File

Only files with the following extensions are allowed: pdf and size should be less than 200MB.

**IMPORTANT NOTICE FOR REDACTION RESPONSIBILITY**

All filers must redact filings in compliance with 29 C.F.R. § 18.31. This regulation generally requires redaction of:

- Social Security numbers
- Taxpayer-identification numbers
- Dates of birth
- Names of minor children
- Financial account numbers

This requirement applies to all documents being filed, including exhibits and attachments.

I understand that I must comply with the redaction rules. I have read this notice.

[Submit to DOL] [Cancel]
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.