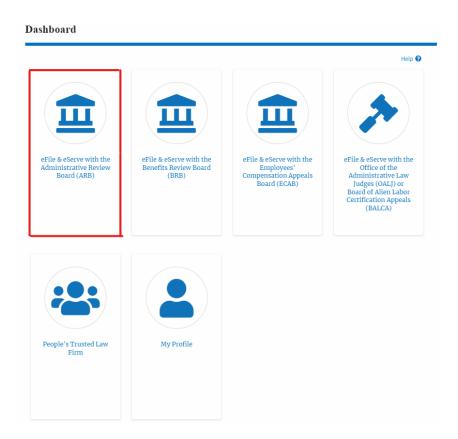
HOW TO FILE A NEW APPEAL IN ARB?

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



2. Click on the File a New Appeal - ARB button.



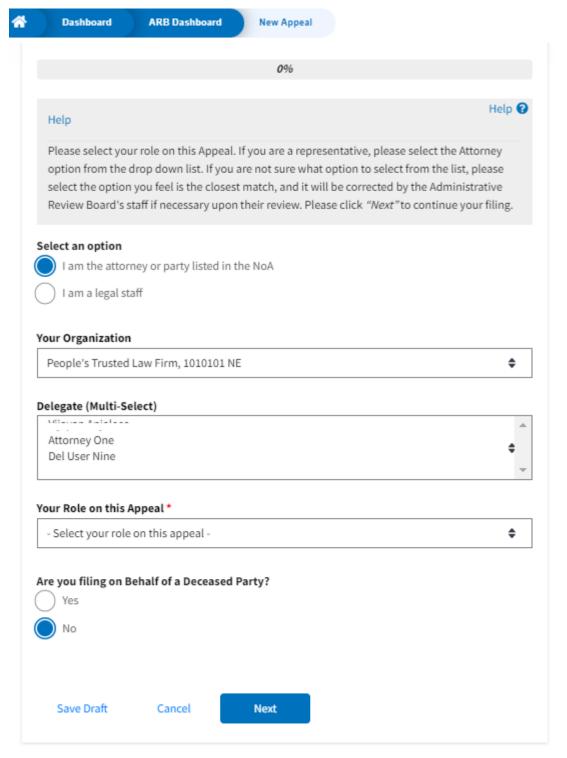
3. Click on the **Continue** button from the popup displayed.





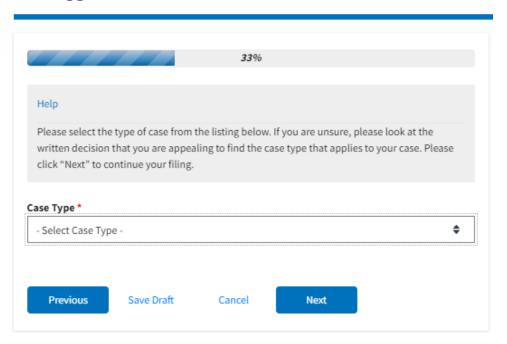
4. Fill out all the mandatory fields on each page of the wizard and click the Next button.

Note: Fields in pages may change according to each selection on the previous page.

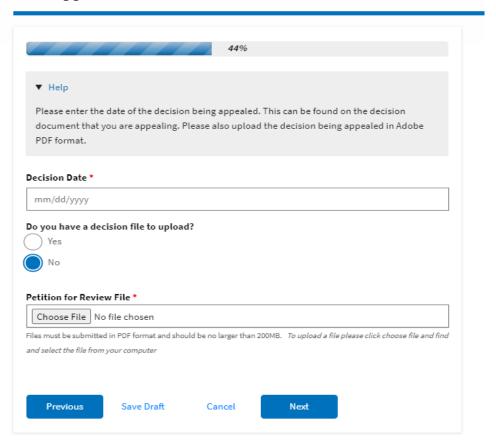




New Appeal

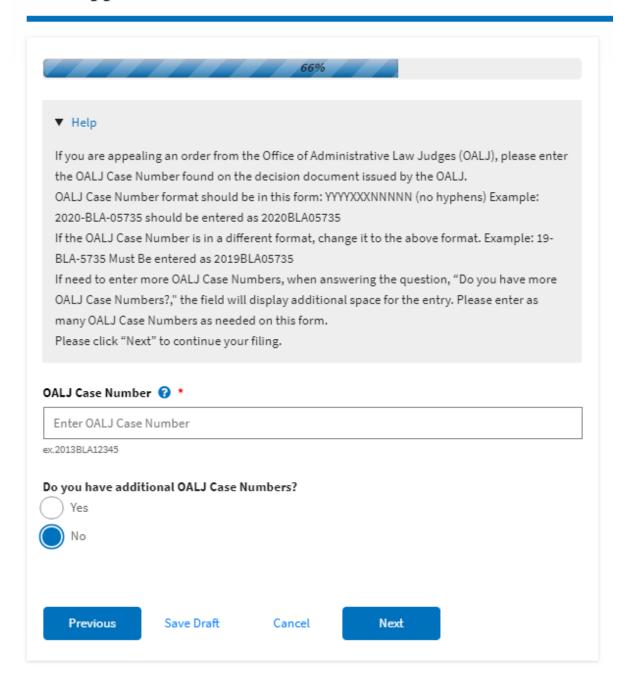


New Appeal





New Appeal







Dashboard

ARB Dashboard

New Appeal

New Appeal

77%

Help

Please enter all the parties that are associated with this appeal.

The Board strongly recommends that you first use the Search button found below to find the parties that may have already been registered in EFS. If the party is not found, then use the Add New Party button making sure contact details are entered correctly. It is extremely important that you make sure all party contact details are accurate. Please note that the provided contact details will be used from here on to conduct service of Board filings on your behalf.

You can search and add parties who are already users of this system. If you do not find the party you are looking for in the search results you can add new parties to the system.

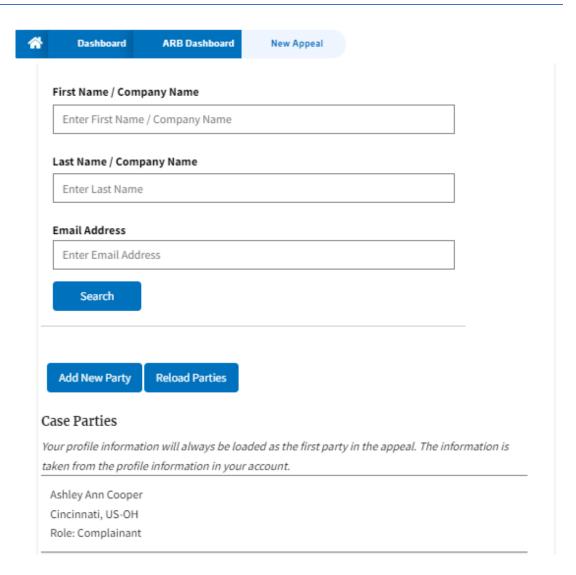
You can click the "Add New Party" button to enter these new parties. It is your responsibility to make sure the information that you provide is accurate as this information will be used for the electronic service of documents that will be performed in this case per current Board regulations.

If you have changed the OALJ or OWCP numbers, please remove the previously retrieved parties manually and then click on the "Reload Parties" button to fetch the parties from the changed OALJ or OWCP numbers.

Search for Parties

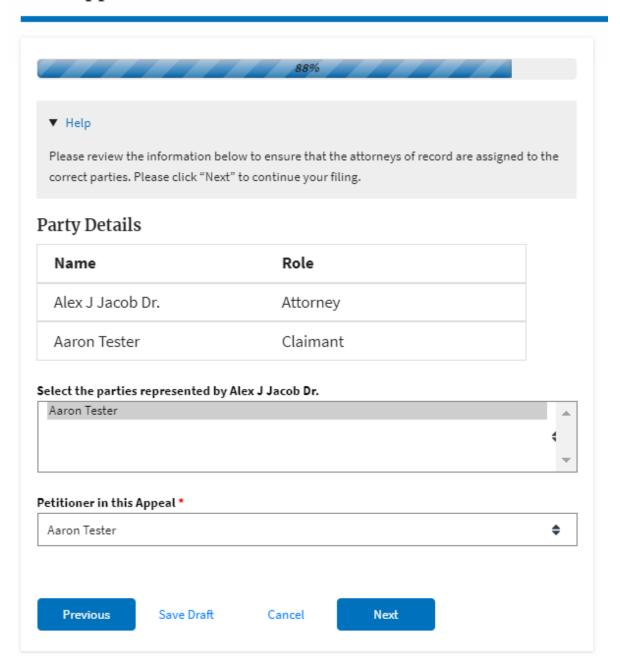
You can search the existing users of this system and add them as parties to your appeal



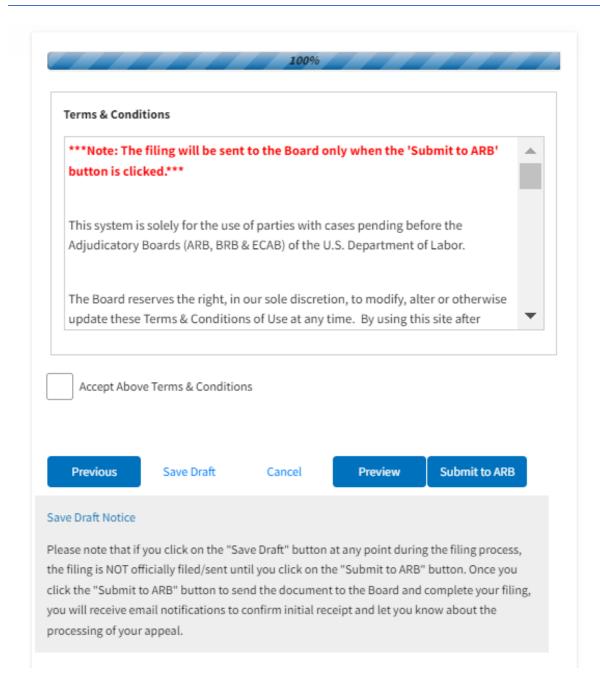




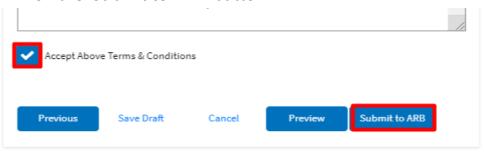
New Appeal





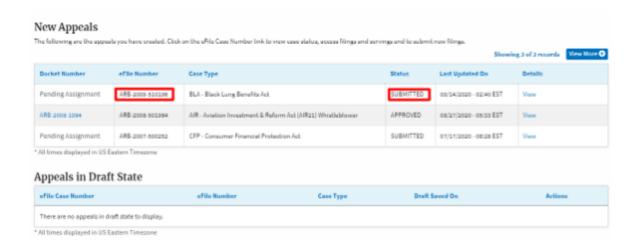


5. On the final page of the wizard, accept the **Terms & Conditions** and click on the '**Submit to ARB**' button.





6. The new appeal will be shown in your 'New Appeals' table with the 'SUBMITTED' status along with a confirmation message.



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



