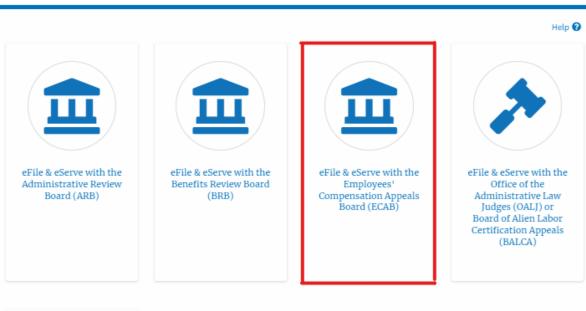
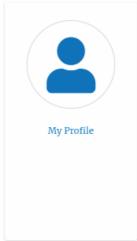


HOW TO FILE A NEW APPEAL IN ECAB?

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

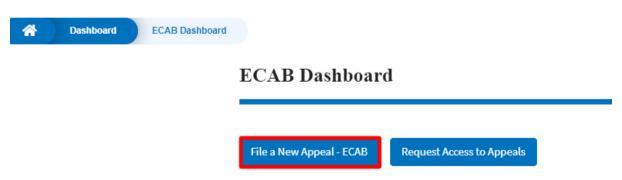
Dashboard



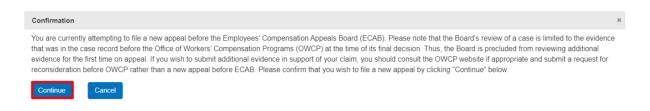


2. Click on the File a New Appeal - ECAB button.



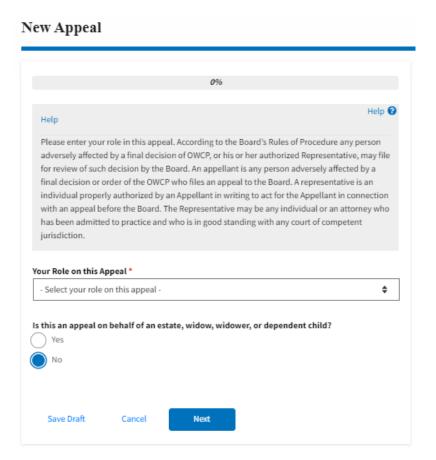


3. Click on the **Continue** button from the popup displayed.



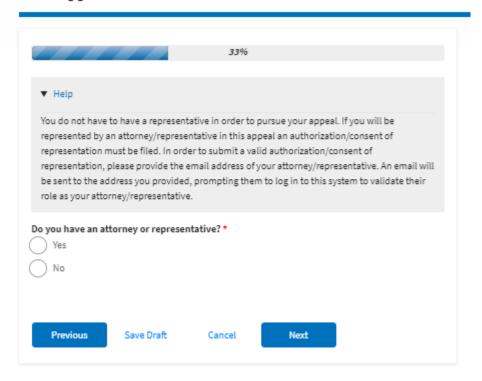
4. Fill out all the mandatory fields on each page of the wizard and click the Next button.

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

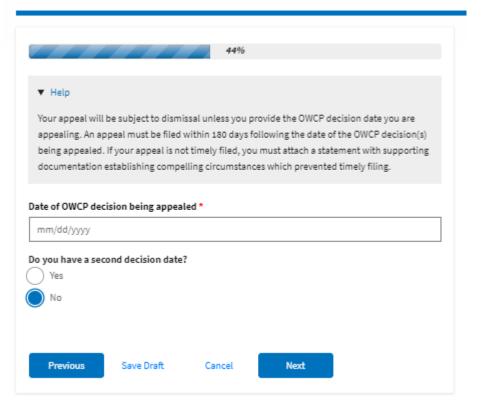




New Appeal

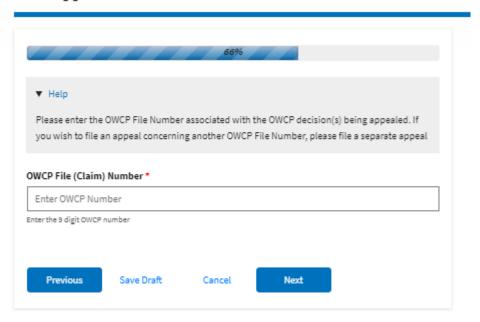


New Appeal

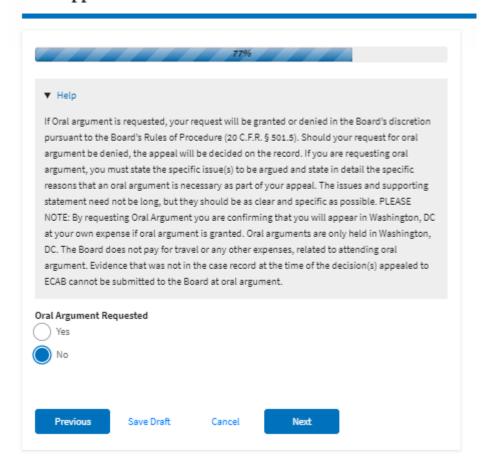




New Appeal

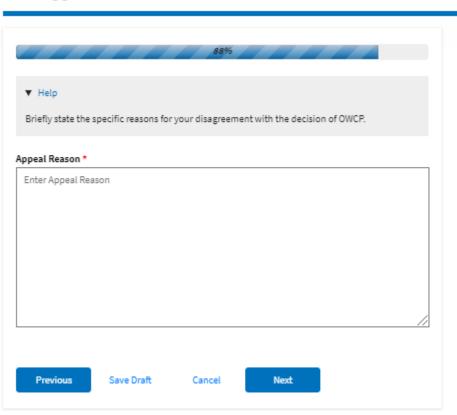


New Appeal

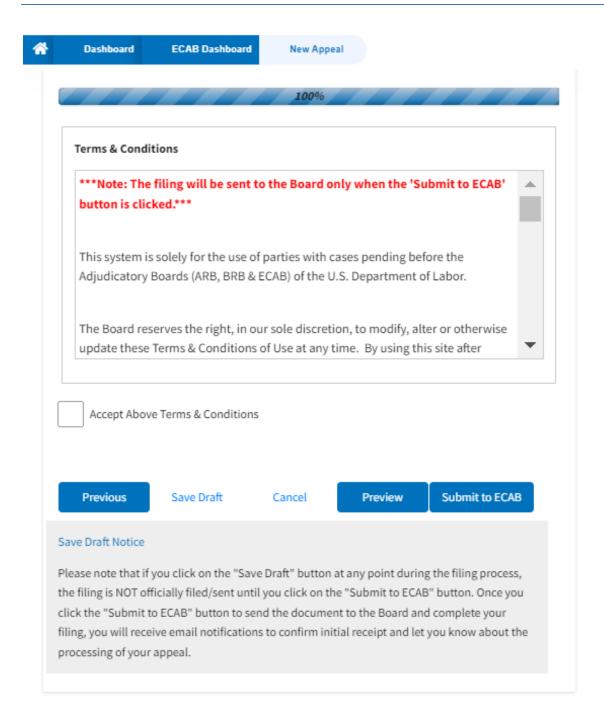




New Appeal



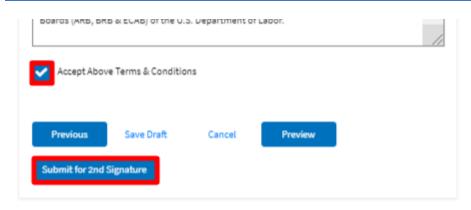




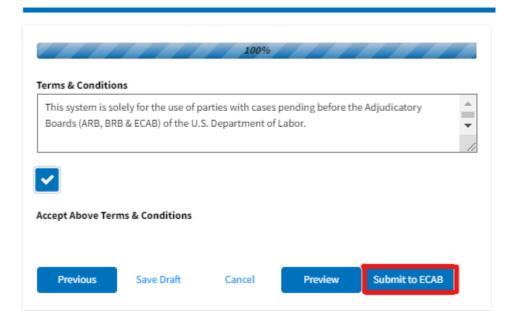
5. On the final page of the wizard, accept the Terms & Conditions and click on the 'Submit to ECAB'/'Submit for the 2nd Signature' button.

Note: If the filer is Appellant, It will be going for a second signature.



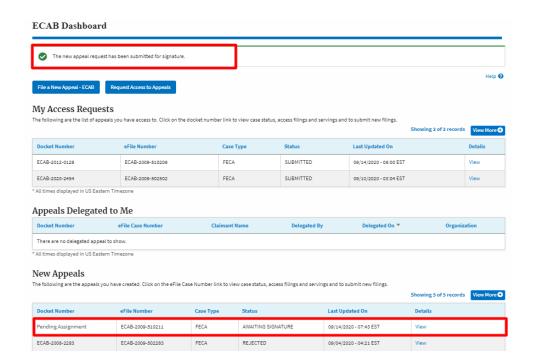


New Appeal



6. The new appeal will be shown in your 'New Appeals' table with 'Submission Received and Pending Review'/'AWAITING SIGNATURE' 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.

