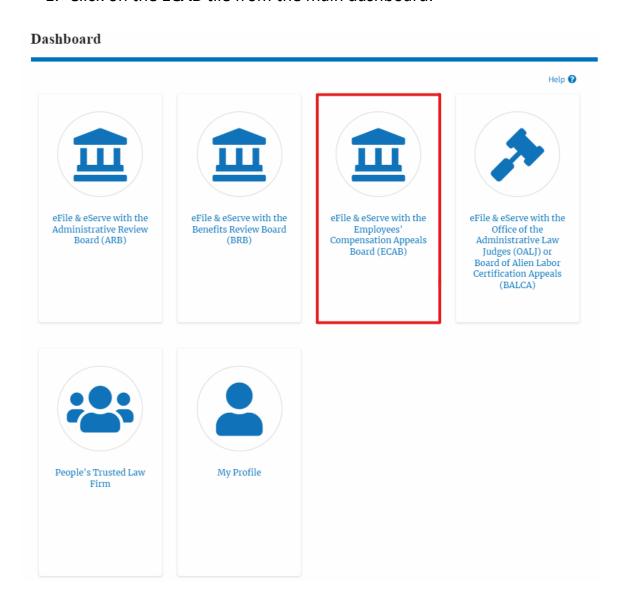


## HOW TO FILE A NEW APPEAL IN ECAB?

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

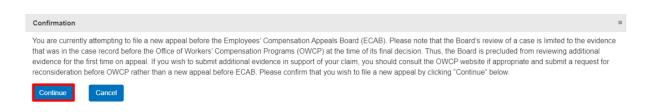


2. Click on the File a New Appeal - BRB button.



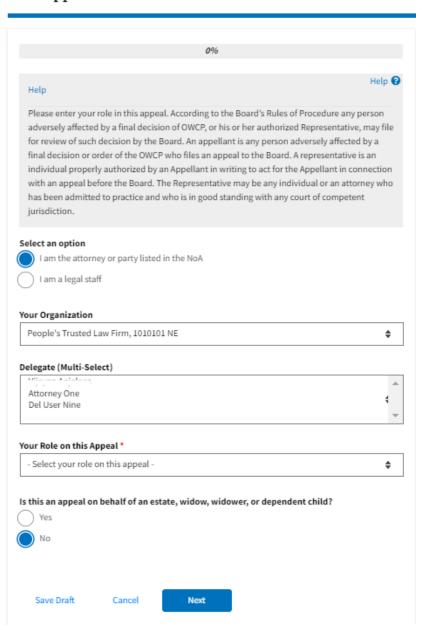
3. Click on the **Continue** button from the popup displayed.





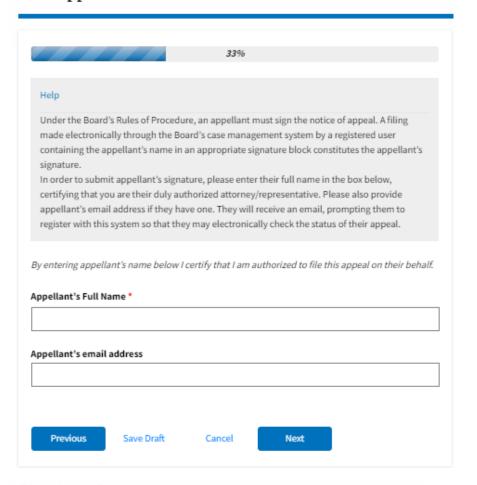
4. Fill out all the mandatory fields on each page of the wizard and click the **Next** button.

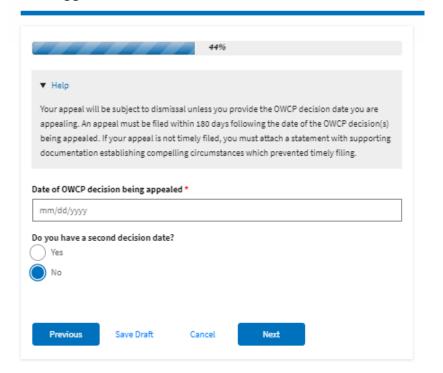
**Note**: Fields in pages may change according to each selection on the previous page.





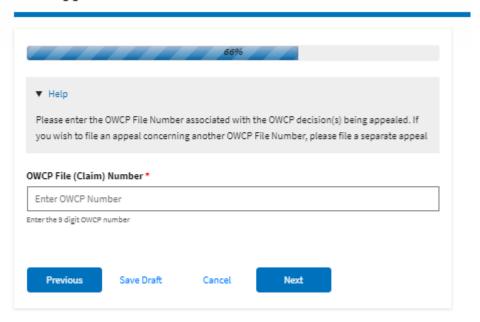
#### New Appeal

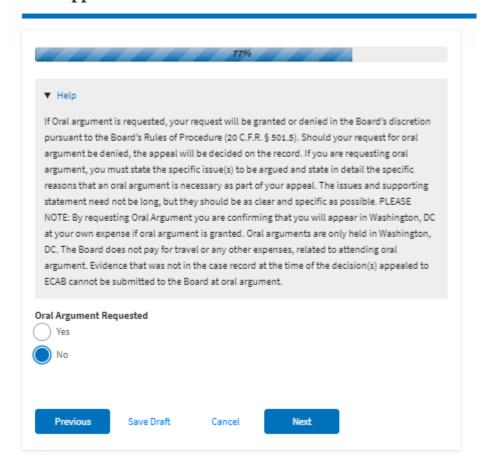




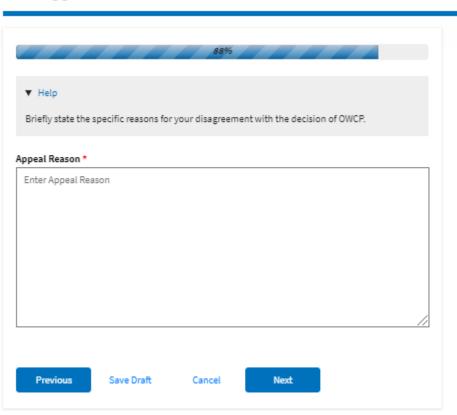


# New Appeal

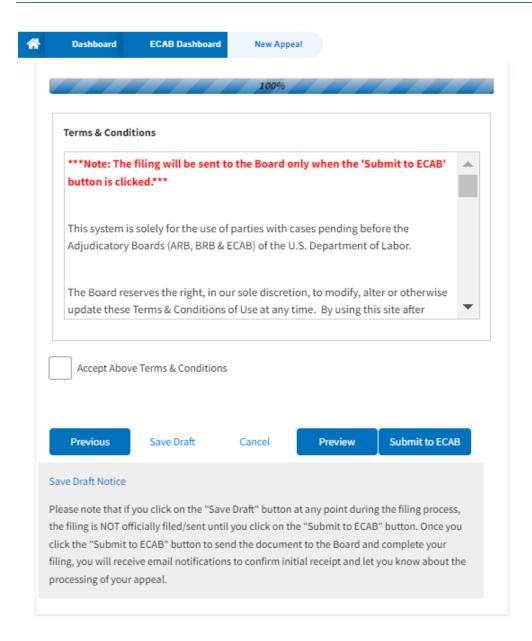






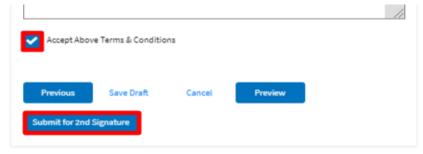






5. On the final page of the wizard, accept the **Terms & Conditions** and click on the **'Submit to ECAB'/'Submit for the 2nd Signature'** button.

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





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

