

**PROCEDURE**  
HEARING EXAMINER E-FILE SYSTEM  
**E-FILING A LICENSING APPEAL**

1. Log in to the Office of Hearing Examiner e-File System
2. Click on ***File a Licensing Appeal***
3. Enter your Department of Finance & Administrative Services customer number (*Note: this information is located on the notice you received.*)
4. Enter the date of the Decision/Order you are appealing (*If you don't have this information then you cannot e-File your appeal.*)
5. Click ***Create***

**Appeal Details Page – License Information**

6. Select the ***License Type*** you are appealing
7. Select the ***License Status*** that applies to the Decision/Order you are appealing

**Appeal Details Page – Reason for Appeal**

8. Enter the reason(s) you are appealing this Decision/Order
9. Click on ***Continue*** once your entries are complete

**Contacts Page** (*Note: most of the fields on this page are required.*)

10. Enter all your (appellant) information.
11. Enter all **Authorized Representative** information, if applicable. If the Authorized Representative is also the Appellant, click the ***Same as Appellant*** check box
12. Press ***Continue***

### **Documents Page**

13. Upload any supplemental documents (including a copy of the decision/order you are appealing) by selecting:
  - a. Browse
  - b. Locate your file
  - c. Highlight the file you want to upload
  - d. Click Open (you should see your file's name in the dialogue box)
  - e. Click Upload (your file is now listed below the ***Uploaded Documents*** section)  
Note: You now have a delete button to the right of your uploaded document in case you want to remove it prior to submitting your appeal or other request.
  - f. Repeat steps 'a' through 'e' to upload additional documents
  
14. Click ***Continue***

### **Review/Submit Page**

15. Check the acknowledgement box below the *Terms and Conditions*, only after you have thoroughly reviewed your submission for accuracy and you are ready to submit your licensing appeal (*Please note: there are no changes allowed to this electronic submission once you click the Submit button.*)
  
16. Click ***Submit***