

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

1. Log in to the Office of Hearing Examiner e-File System
2. Click on ***File a General Appeal***
3. Enter the Decision Appealed in the box, if known. *If you do not know the decision being appealed, click on the second option so that a Request ID can be auto-generated for you.*
4. Click ***Create***

**Appeal Details Page – Decision Being Appealed**

5. Enter the property address, if any, connected to the decision being appealed
6. Enter the type of issue/decision being appealed, if known

**Appeal Details Page – Appeal Information**

7. Specify how you are affected by this decision (Question #1)
8. Specify your objections to the decision (Question #2)
9. Specify what you want the Examiner to do (Question #3)
10. Click on ***Continue*** once your entries are complete

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

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

## **Documents Page**

14. Upload any supplemental documents (including a copy of the decision 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

15. Click ***Continue***

## **Review/Submit Page**

16. 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 general appeal or other case type (*Please note: there are no changes allowed to this electronic submission once you click the Submit button.*)
17. Click ***Submit***