



DHS Portal: Upload Initiation Document

1 Click **Upload Initiation Documents** to access the Initiation Document Upload Form.

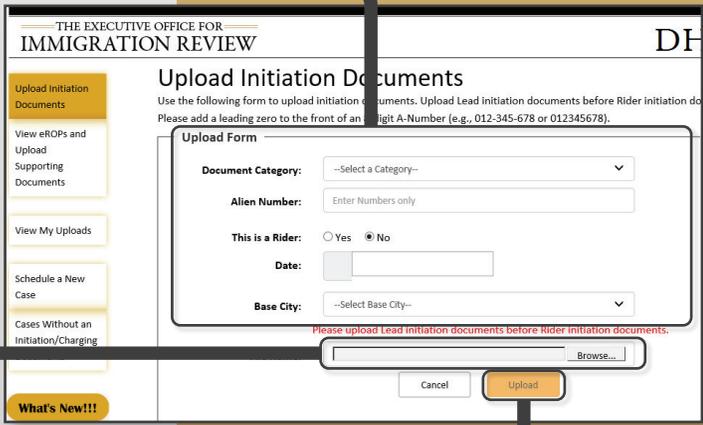


2 Select the document category. Enter the A-Number. Enter the document date.

NOTE: Some document categories may require additional information.

3 Click the **Browse** button. Select a file to upload.

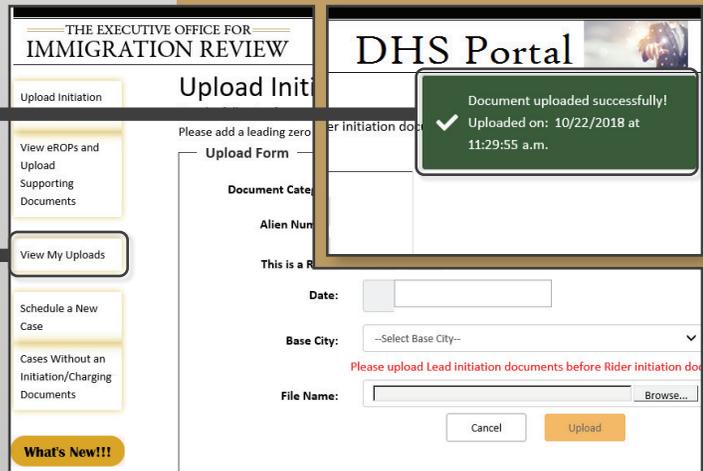
NOTE: Size - No larger than 25 MB
Format - PDF, JPG, or JPEG only



4 Follow any additional prompts. Click the **Upload** button to submit the file.

5 If the file contains a virus, a file rejected message appears. Otherwise, a document uploaded successfully message appears and the document awaits EOIR review.

After EOIR Review, document status is updated and available in **View My Uploads**.



Download

To download an Electronic Record of Proceedings (eROP), locate the applicable case and verify the eROP **Request Download** button is available.



Click the **Request Download** button. It turns red as the request is processed. When the **Download Available** button is enabled, the file is available for 24 hours.



Click the **Download Available** button to download the eROP. Save the zipped file to the desired location, and then unzip the eROP file.



View eROP Documents icon

Once you click the **View eROP Documents** button, you will see a list of eROP Documents. Click the **View Document** icon to view the desired eROP document.





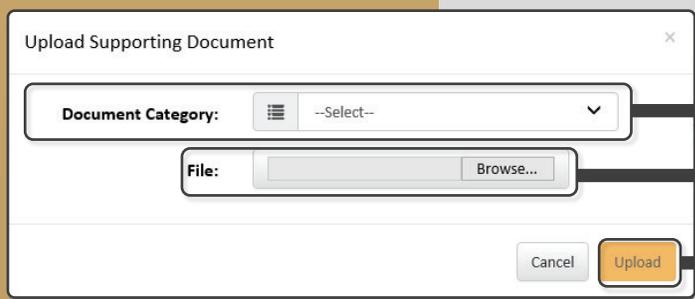
DHS Portal: Upload A Supporting Document



1 To upload a supporting document, access the Search screen and enter the A-Number into the field. Click **Search**.



2 Select the Upload icon for the appropriate eROP.



3 A pop-up windows opens. Select the appropriate document category.
NOTE: Some document categories may require additional information.

4 Click the **Browse** button. Select a file to upload.
*NOTE: Size - No larger than 25 MB
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5 Click the **Upload** icon to submit the file.

6 If the file contains a virus, a file rejected message appears. Otherwise, a document successfully uploaded message appears and the document awaits EOIR review.

After EOIR Review, document status is updated and available in **View My Uploads**.



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View Document



View eROP Documents

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