



DHS Portal

Upload an Appeal Initiation Document or Supporting Document

1 From the DHS Portal homepage, click **View eROPs, Upload Supporting Documents and File Appeals**.

View eROP, Upload Supporting Documents and File Appeals

Enter an A-Number to search for existing eROPs. Please add a leading zero to the front of an 8-digit A-Number (e.g., 012-345-678 or 012345678).

For an existing eROP, you can view existing documents, download individual documents, download the entire eROP, and upload supporting documents and file an appeal.

A-Number Search By A-Number

2 Enter the A-Number and click **Search** to find the eROP for the applicable case.

3 To upload an appeal **initiation** document, select the appropriate eROP and click the **Upload Document** button.



Select	Actions	A-Number	Noncitizen Name						
<input type="checkbox"/>		100-111-1000	LARRY, JERRY LEONARD BIRP						
<table border="1"> <thead> <tr> <th>Action</th> <th>Appeal/MTR Filed Date</th> <th>Appeal Type</th> </tr> </thead> <tbody> <tr> <td></td> <td>10/28/2020</td> <td>Bond Appeal</td> </tr> </tbody> </table>		Action	Appeal/MTR Filed Date	Appeal Type		10/28/2020	Bond Appeal		
Action	Appeal/MTR Filed Date	Appeal Type							
	10/28/2020	Bond Appeal							

To upload an appeal **supporting** document, click the triangle to the left of the "Select" field to display the appeal section. Then click the **Upload Document** button for the appropriate appeal.

4 A pop-up window opens. Any riders associated with the A-Number will also appear.

For an **initiation** document, select **File appeal at the BIA**. Select the Immigration Judge decision you are appealing. If the Decision Date is not listed, add **IJ Decision Date**.

For a **supporting** document, select **File document at the BIA**.

Upload documents to the following court case

View Court Document Types

File document at the court File appeal at the BIA

A-Number: 100-111-1000 Case Type: Removal Charging Document Date: 12/04/2020

Step 1 - Select IJ Decision

Select the decision you are appealing.

Select	Description	Decision	Decision Date	Base City
<input checked="" type="checkbox"/>	The removal proceeding before the IJ	This case is pending.	-- N/A --	ATL
<input type="checkbox"/>	The removal proceeding before the IJ	The Immigration Judge ordered removal.	12/04/2020	ATL

Step 2 - Enter Appeal Document Details

*Document Category: EOIR-26, Notice of Appeal from a Decision of an Immigration Judge

*Document Subcategory: Interlocutory Appeal

*File Name: No file chosen

IJ Decision Date:

Upload documents to the following BIA case

View BIA Document Types

File document at the BIA File a motion to reopen, reinstate or reconsider at the BIA

A-Number: 100-111-1000 BIA Case Type: Case Appeal Appeal/MTR Filed on Date: 12/04/2020

Enter Appeal Document Details

*Document Category: Correspondence

*Document Subcategory: Status Request

*File Name: FileToUpload.pdf

5 Select the **Document Category** and if needed the **Document Subcategory**.

Click the **Choose File** button. Select a file to open, then click the **Upload** button. If riders were selected, the document will also be sent to the eROP of each selected rider.

NOTE: Documents must be 25 MB or less (Format-PDF, JPG, JPEG only)

Document successfully uploaded on 1/19/2022 at 4:25:15 p.m.

A-Number	Initiation Date	Document Filed For	File Name	Document Type
100-111-1000	12/04/2020	Merit Appeal	FileToUpload.pdf	Status Request
100-111-1000	02/01/2022	Merit	Merit Initiating	I-862 Notice to Appear

6 An upload success message appears and the document awaits EOIR review. If the file is password protected, a message appears indicating a different file must be uploaded.

7 The document status is available by clicking **View My Uploads**. After EOIR review, the status will be updated.