



DHS Portal **Upload an MTR Initiation Document or Supporting Document**

From the DHS Portal homepage, click **View eROP**, **Upload Supporting Documents and File Appeals**; enter the A-Number; and click **Search** to find the eROP for the applicable case.

Upload Initiation Documents

View eROP, Upload Supporting Documents and File Appeals

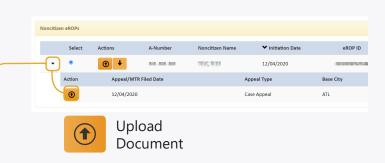
Enter an A Number to search for existing eROPs. Please add a leading zero to the front of an 8-digit A Number (e.g., 012-345-678 or 0121345-678).

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

Alumber Search Ry A Number Question

Cases that have appeals and MTRs are displayed as a sub section to the eROP on the Noncitizen eROPs screen. A triangle appears to the left of the "Select" field.

Click the triangle to display the appeal section, and then click the **Upload Document** button for the appropriate appeal.



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

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

Choose File FileToUpload.pdf

Cancel

Upload

Correspondence

Status Request

Upload documents to the following BIA case

*Document Category

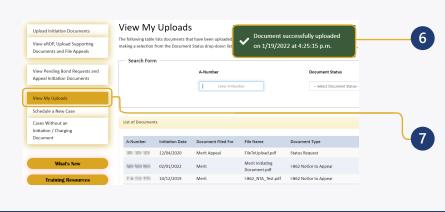
*Document Subcategory

*File Name:

- A pop-up window opens. Any riders associated with the A-Number will also appear. Select **File a motion to reopen, reinstate or reconsider** (initiation) or **File document at the BIA** (supporting).
- Select the **Document Category** and then the **Document Subcategory**. Click the **Choose File** button. Select a file to upload.

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

Click the **Upload** button to upload to the eROP. • If riders were selected, the document will also be sent to the eROP of each selected rider.



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.

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