



DHS Portal

View and Download Electronic Records of Proceedings (eROPs)

Authorized DHS ICE OPLA Users Only

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

Enter the A-Number into the field.
Click the **Search** button.



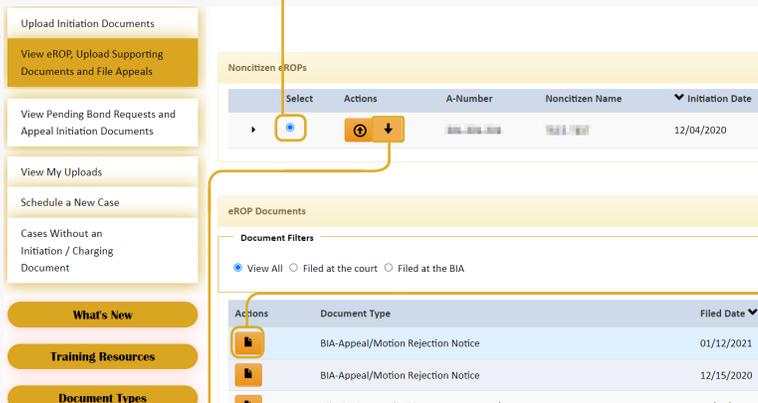
View eROP, Upload Supporting Documents and File Appeals

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 Click the **Select** radio button to view the list of eROP documents.



The screenshot shows a sidebar with navigation options. The main content area has a 'Noncitizen eROPs' table with columns for Select, Actions, A-Number, Noncitizen Name, and Initiation Date. Below this is the 'eROP Documents' section with document filters and a table of documents with columns for Actions, Document Type, and Filed Date.

- 3 Click the **View Document** button to view the desired document.

NOTE: Documents appear on the eROP only after they have been accepted by EOIR.



- 4 Click the **Download** button to download the eROP. It turns gray as the request is processed. When the eROP is ready, the **Download** button turns green. The file is available for 24 hours.



- 5 Click the green **Download button** to download the eROP. Save the file to the desired location, and open the eROP file.