DHS Portal
Upload an MTR Initiation Document or Supporting Document

1 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.

2 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.

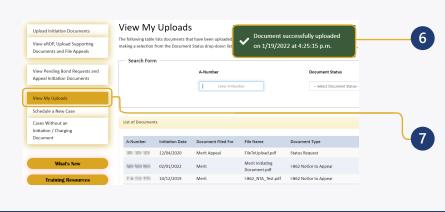Upload Document

3 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).

4 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)

5 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.

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.