



# 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  
View Pending Bond Requests and Appeal 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 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

- 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.

Noncitizen eROPs

Select	Actions	A-Number	Noncitizen Name	Initiation Date	eROP ID
▼	⊕ ⊖			12/04/2020	
⊕				12/04/2020	Case Appeal ATL

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



- 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).

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:  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

- 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.

View My Uploads

The following table lists documents that have been uploaded making a selection from the Document Status drop-down list

Search Form

A-Number:  Document Status:

List of Documents

A-Number	Initiation Date	Document Filed For	File Name	Document Type
012-345-678	12/04/2020	Merit Appeal	FileToUpload.pdf	Status Request
012-345-678	02/01/2022	Merit	Merit Initiating Document.pdf	I-862 Notice to Appear
012-345-678	10/12/2019	Merit	I-862_NTA_Test.pdf	I-862 Notice to Appear

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

- 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.