



# Use **DHS Portal** to Submit Initiation Documents **with** Supporting Documents

## How do I submit initiation documents or packages?

- After signing in to DHS Portal, click **Upload Initiation Documents** on the DHS Portal home screen.
- Select whether the upload will be the initiation document only or the initiation document with supporting documents as a package.
- Upload the initiation document first by filling in the fields and clicking **Upload**.
- If submitting a package, click **Add Supporting Documents** and upload each supporting document in the pop-up box. Once completed, click **Submit Package**.

## Can I check the status of my submission?

- Yes. Click **My Uploads** on the DHS Portal home screen.
- Also, the filer will receive an email when the package or document is rejected or accepted.

## How can I find out more?

- Visit [justice.gov/eoir/ecas](https://justice.gov/eoir/ecas) for DHS Portal resources including:
  - Detailed quick reference guides with screenshots
  - Frequently Asked Questions
  - Technical filing requirements, such as file size (25MB or less) and format (PDF or JPG/JPEG only)

Authorized users can **access DHS Portal** by visiting [justice.gov/eoir/ecas](https://justice.gov/eoir/ecas) and clicking **DHS**