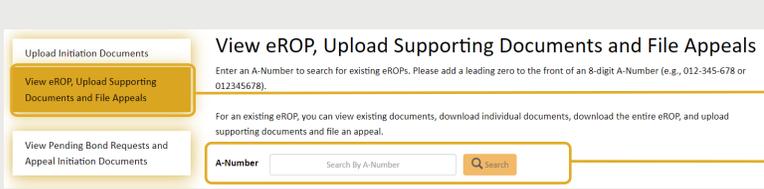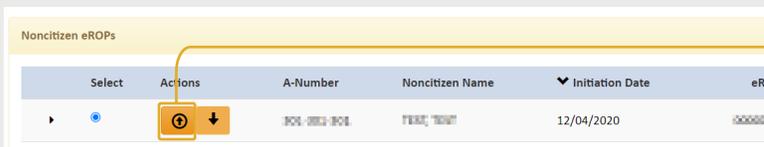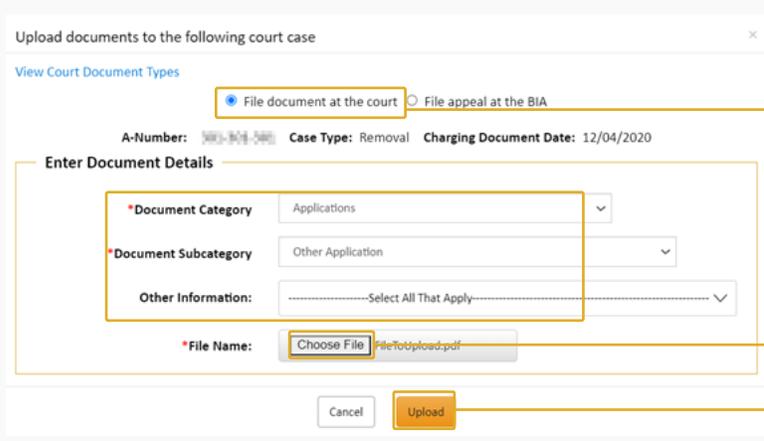# DHS Portal
Upload a Supporting Document

1 From the DHS Portal homepage, click the **View eROPs, Upload Supporting Documents and Upload Supporting Documents** screen.

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

2 Select the **Upload Document** button for the appropriate eROP.
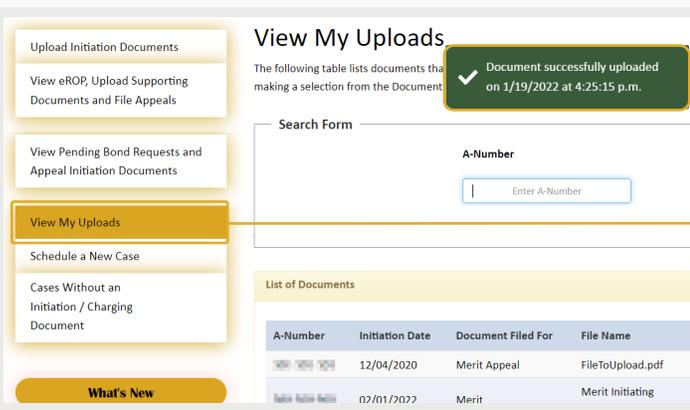
Upload Document

3 A pop-up window opens. Select **File document at the court**. Select the appropriate **Document Category** and **Document Subcategory**, and include **Other Information** if desired.

NOTE: Some document categories may require additional information.

4 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 submit the file.

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.

Technical Support: 1-877-388-3842 or ECAS.techsupport@usdoj.gov
Authorized users can access DHS Portal by visiting justice.gov/eoir/ecas and clicking DHS.
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