

District of Columbia Office of Administrative Hearings



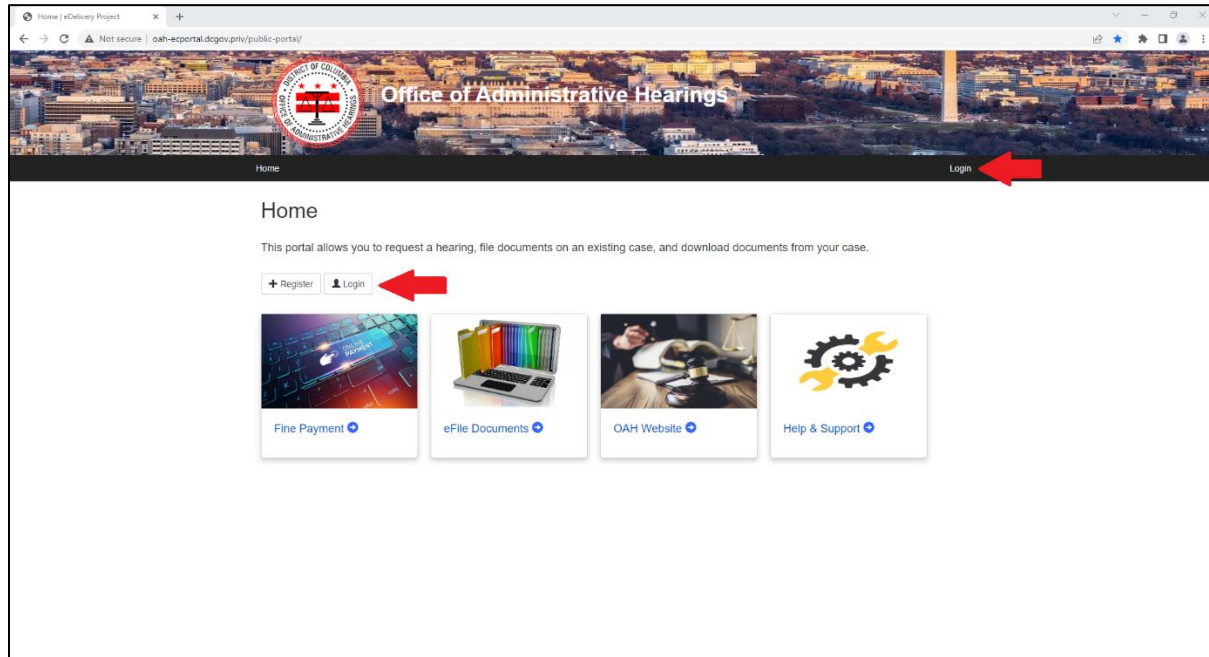
ePortal Guide

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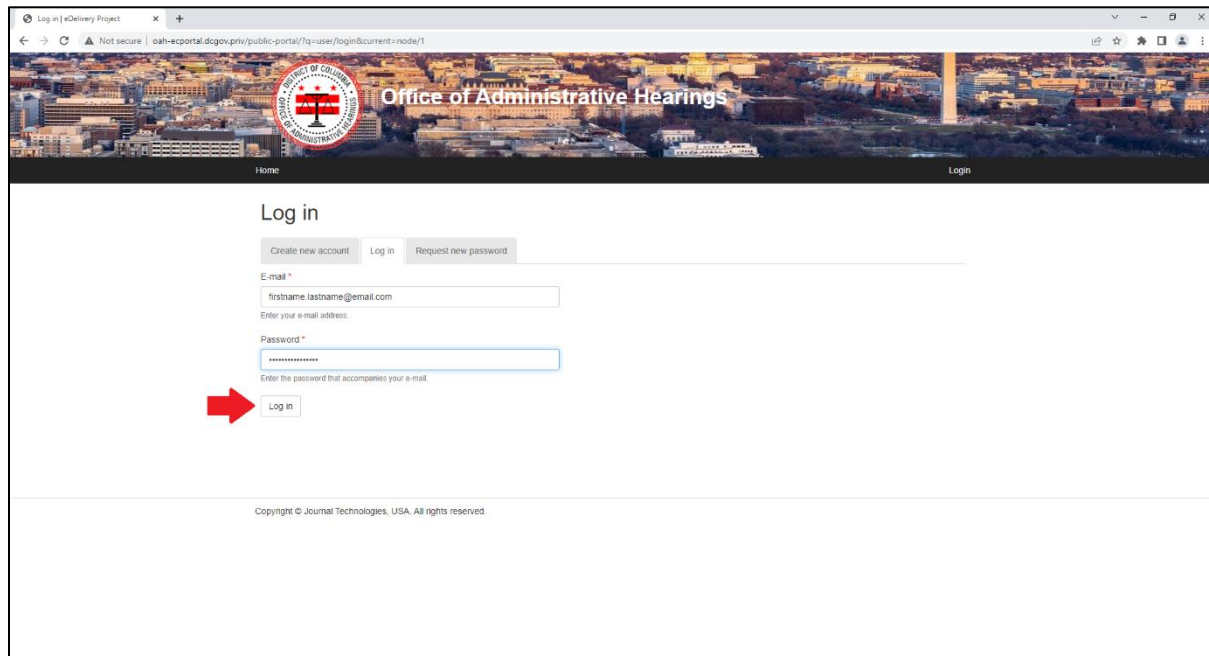
Unemployment Insurance
Hearing Request

1. Logging into the Portal

To submit a hearing request, you must be signed into the portal. On the homepage, click “Login” to navigate to the login page. The homepage has two places where you can click “Login.”

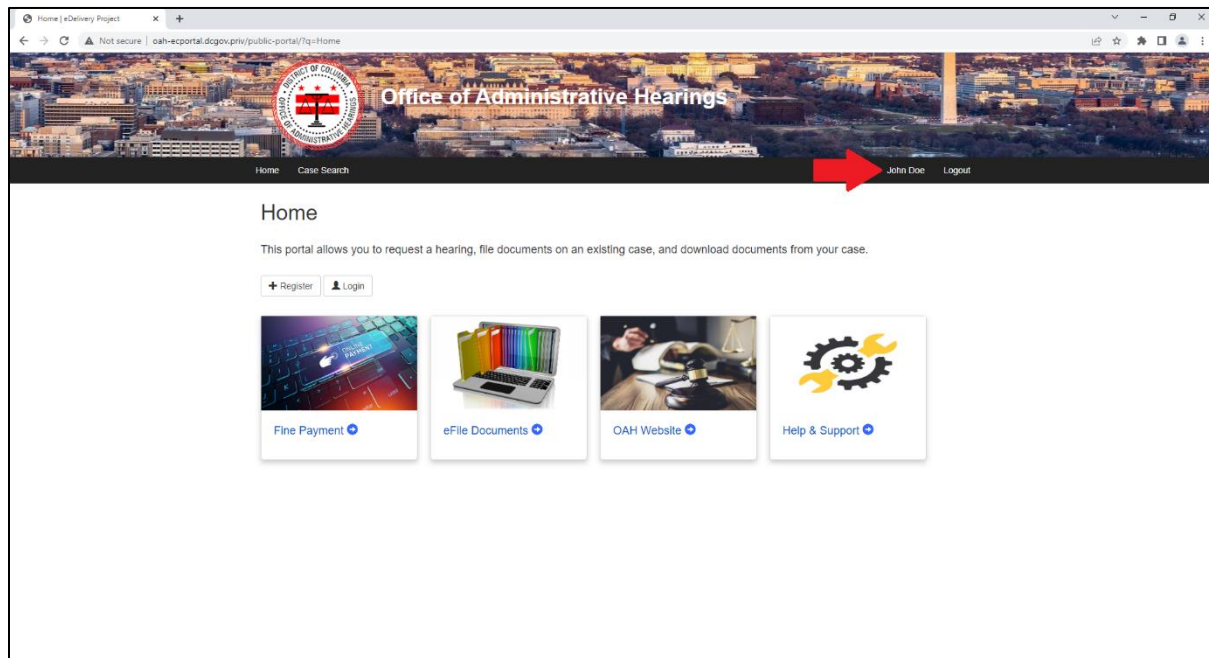


Enter your email address and password, then click “Log in.”



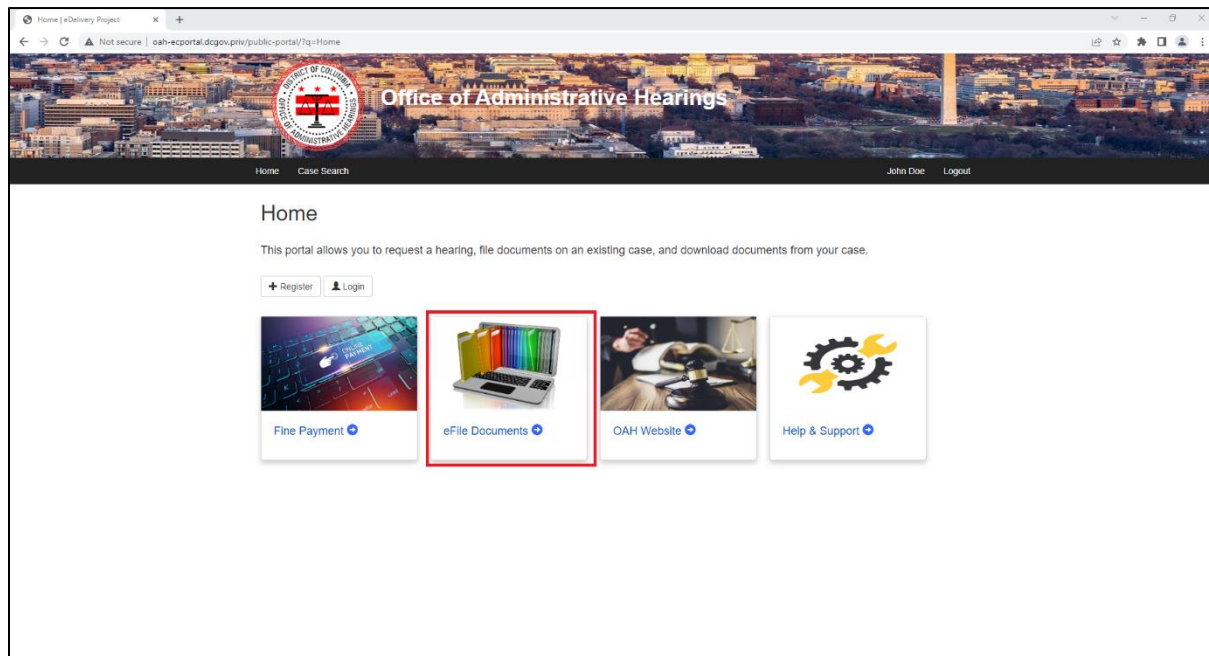
2. Successful Login

When you login, your name will appear in the upper-right hand corner.



3. eFile Documents Tile

Click the “eFile Documents” tile.



4. Select eFiling Case Type

Click the “Unemployment Insurance” tile.

The screenshot shows a web browser window with the URL `oah-portal.dco.gov/public-portal/?q=node/408`. The page header features the Office of Administrative Hearings logo and navigation links for Home and Case Search. The main content area is titled "Select eFiling Case Type" and displays two tiles: "Unemployment Insurance" (highlighted with a red box) and "Subsequent Filing". The footer contains the copyright notice: "Copyright © Journal Technologies, USA. All rights reserved."

5. Unemployment Insurance Hearing Request Screen

When you click into the hearing request form, you will see it has two parts: Parties and Documents.

The screenshot shows a web browser window with the URL `oah-portal.dco.gov/public-portal/?q=node/409`. The page header features the Office of Administrative Hearings logo and navigation links for Home and Case Search. The main content area is titled "New Unemployment Insurance Filing" and displays a "UI Case Initiation Portal" form. The form has a "Next Step" button and a "Steps" section with two tabs: "Parties" (selected) and "Documents". A red arrow points to the "Parties" tab. The "Parties" section includes a dropdown menu for "Appellant" and a form with fields for "Party Sub Type", "First Name", "Middle Name", "Last Name", "Company Name", "Interpretation Services", "Address 1", "Address 2", "Zip", "City", "State", "Email", "Telephone Type", and "Telephone Number".

6. Parties

Appellant – This section allows you to provide your contact information.

Claimant – If you are a Claimant challenging a Claims Examiner’s Determination, select that option from the dropdown list in the Party Sub Type field.

A screenshot of a web form titled "Appellant" with a dropdown arrow and a help icon. The form contains the following fields: "Party Sub Type*" (dropdown menu showing "CLM - Claimant"), "Claimant, are you self-employed?*" (dropdown menu), "First Name" (text input), "Middle Name" (text input), "Last Name" (text input), "Interpretation Services" (dropdown menu), "Address 1" (text input), "Address 2" (text input), "Zip" (text input), "City" (text input), "State" (dropdown menu), "Email*" (text input), "Telephone Type" (dropdown menu), and "Telephone Number" (text input with a format guide "() - "). Below these fields is a section titled "Social Security Last Four" with a dropdown arrow and a help icon, containing an "ID #" field (text input).

Employer—If you are an Employer challenging a Claims Examiner’s Determination, select it from the dropdown list in the Party Sub Type field.

A screenshot of a web form titled "Appellant" with a dropdown arrow and a help icon. The form contains the following fields: "Party Sub Type*" (dropdown menu showing "EMP - Employer"), "First Name" (text input), "Middle Name" (text input), "Last Name" (text input), "Company Name" (text input), "Interpretation Services" (dropdown menu), "Address 1" (text input), "Address 2" (text input), "Zip" (text input), "City" (text input), "State" (dropdown menu), "Email*" (text input), "Telephone Type" (dropdown menu), and "Telephone Number" (text input with a format guide "() - ").

Representative – If you have a Representative, you may complete the Representative section. This section is not required, and it can be skipped.

Representative

Assignment Role

First Name

Middle Name

Last Name

Organization Name

Address 1

Address 2

Zip

City

State

Email

Telephone Type

Telephone Number

() -

7. Documents

Upload your Request for Appeal and Determination by Claims Examiner. Note that only files uploaded in the PDF format are accepted.

The screenshot displays a web browser window with the URL `oah-portal.dogov.priv/public-portal/?p=node/1809`. The page header features the "Office of Administrative Hearings" logo and navigation links for "Home" and "Case Search". The main content area is titled "New Unemployment Insurance Filing" and contains a "UI Case Initiation Portal" form. The form has a "Previous Step" button at the top left. Below it, a "Steps" section lists "Parties" and "Documents", with "Documents" selected. The "Documents" section is expanded, showing two steps: "Request For Appeal" and "Determination by Claims Examiner". Each step has an "Upload Document*" label and a "Choose File" button. The "Request For Appeal" step also shows "No file chosen". At the bottom of the form is a "Proceed" button. The footer of the page reads "Copyright © Journal Technologies, USA. All rights reserved."

10. Submitting the hearing request.

When you are finished completing the Parties and Documents sections, click “Proceed.”

New Unemployment Insurance Filing

UI Case Initiation Portal

Previous Step

Steps

- Parties (1)
Test Tester 123 Main St.
- Documents

Documents

- Request For Appeal
Upload Document: Choose File Request for Appeal.pdf 100%
- Determination by Claims Examiner
Upload Document: Choose File Claimant Submission.pdf 100%

Previous Step

Proceed

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After clicking “Proceed” you will see a screen indicating your submission has been received.

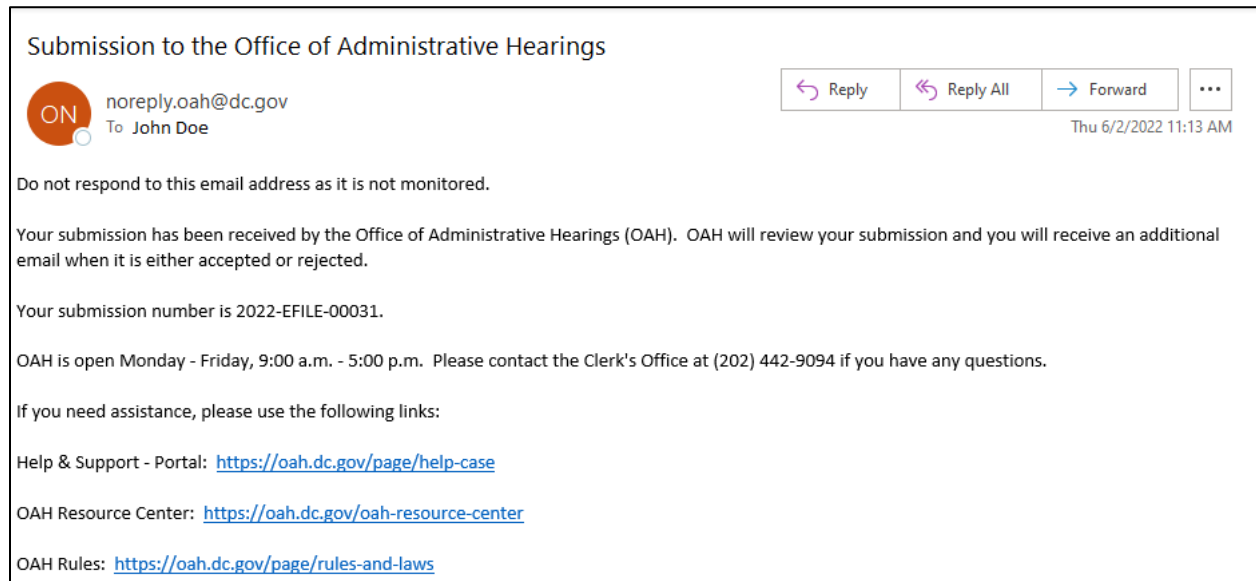
Your submission has been sent for review by OAH staff.

Your case is being sent to Case Management System

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11. Submission Email

When you submit your hearing request, you will receive an email. The email indicates that OAH has received the hearing request and provides you with a submission number.



12. Acceptance or Rejection

You will receive an additional email when your filing is accepted or rejected by OAH staff.