

District of Columbia Office of Administrative Hearings



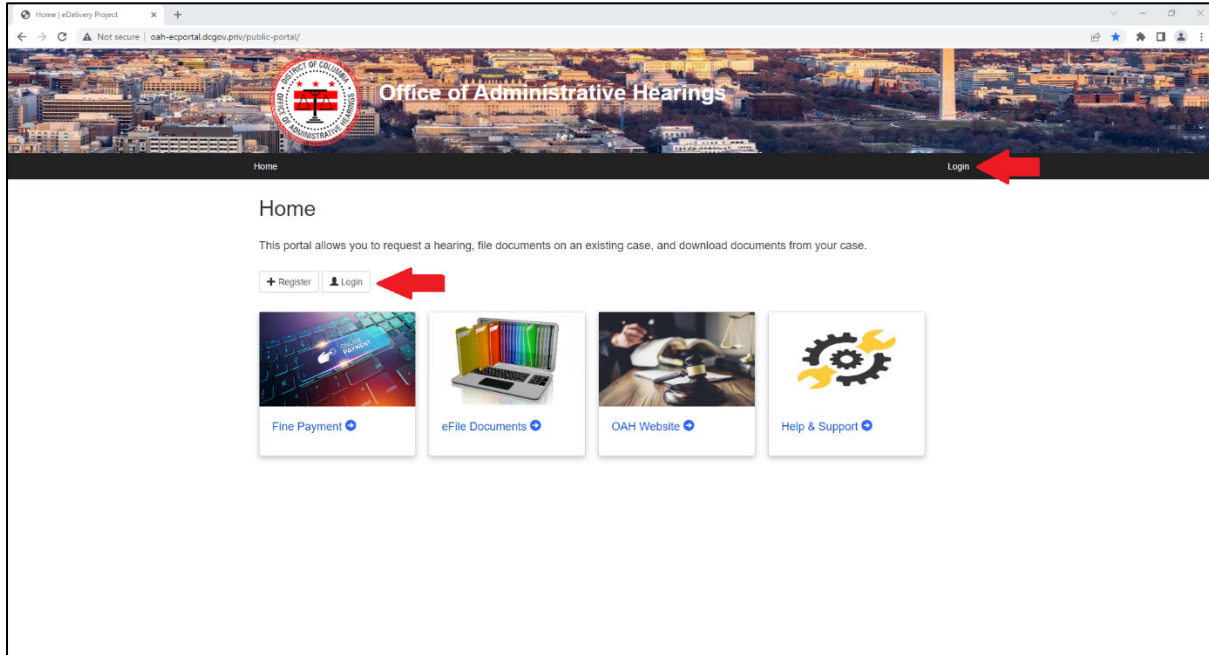
ePortal Guide

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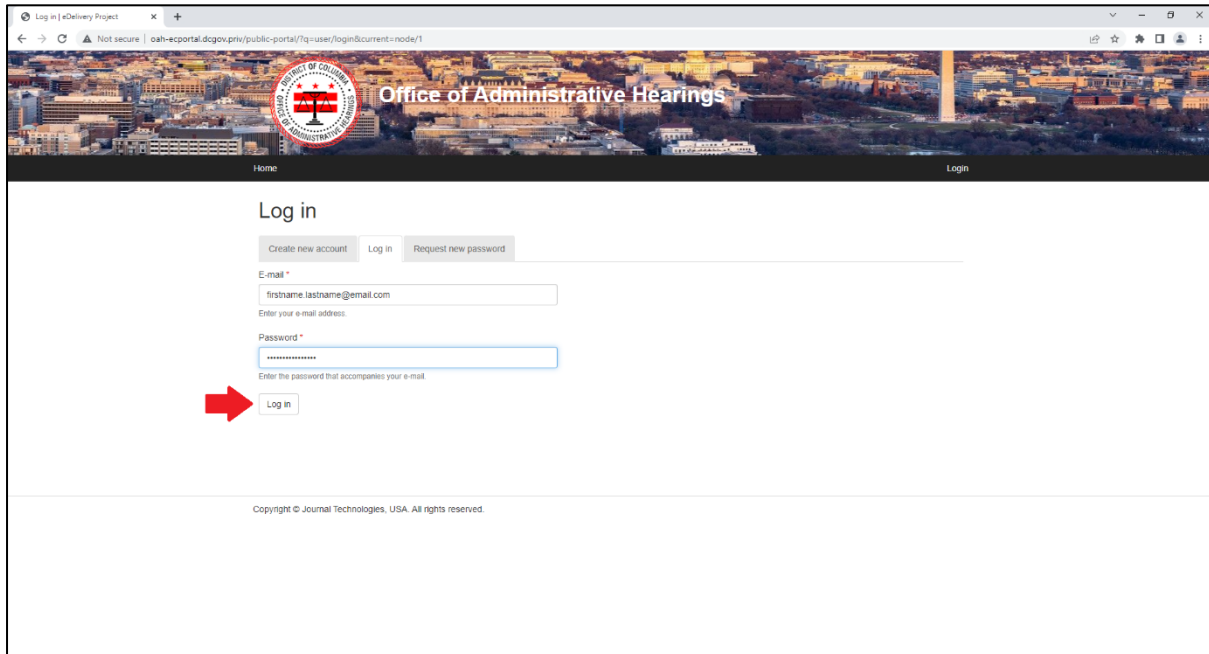
Unemployment Insurance
Hearing Request

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.”

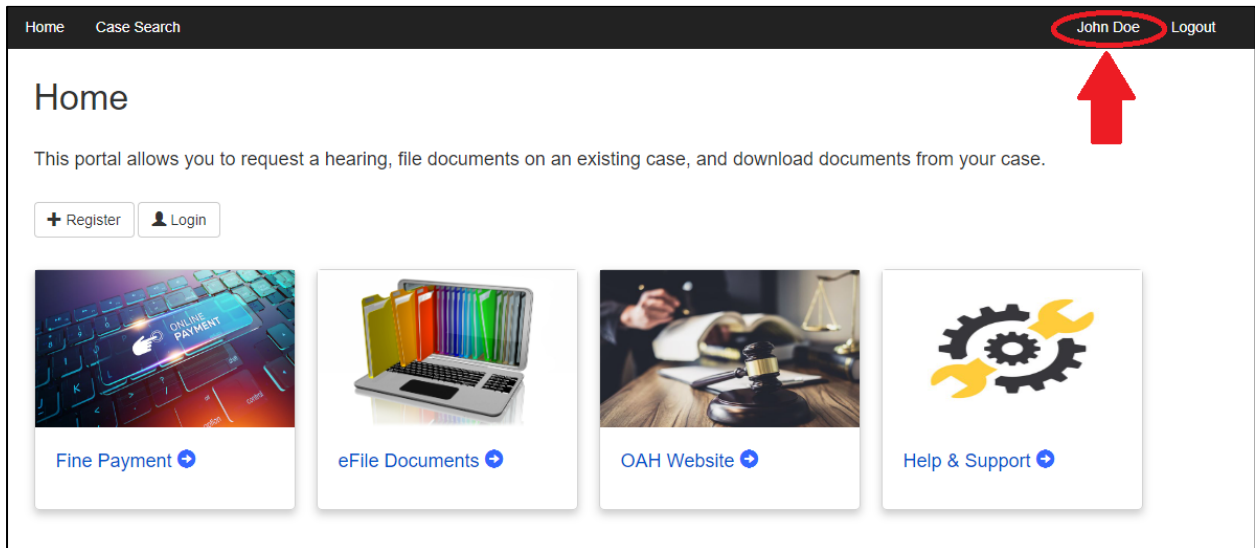


Enter your email address and password, then click “Log in.”



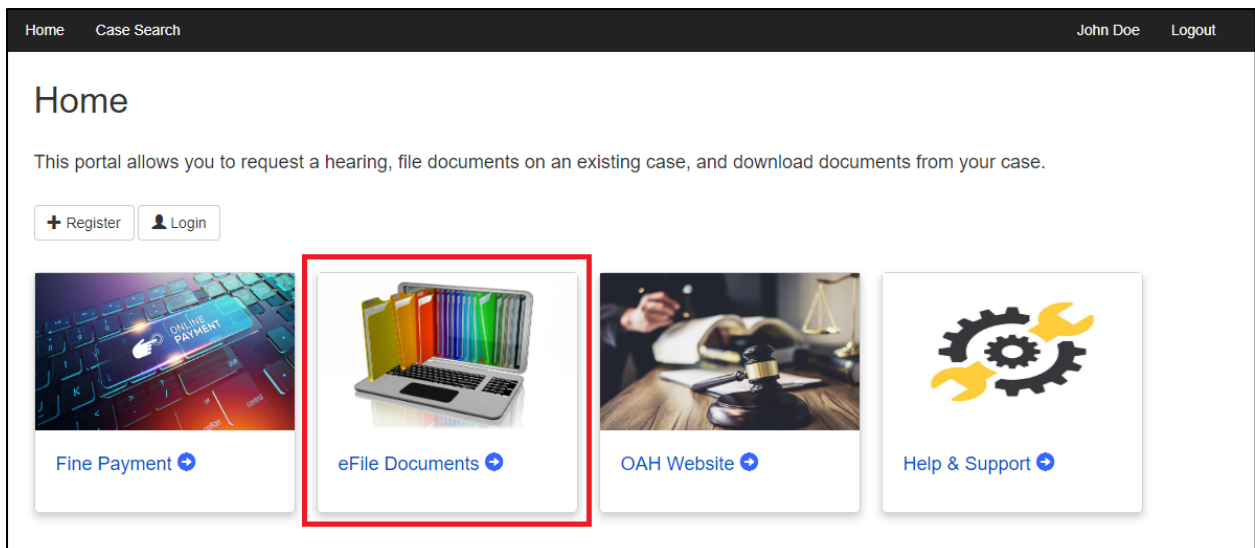
2. Successful Login

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



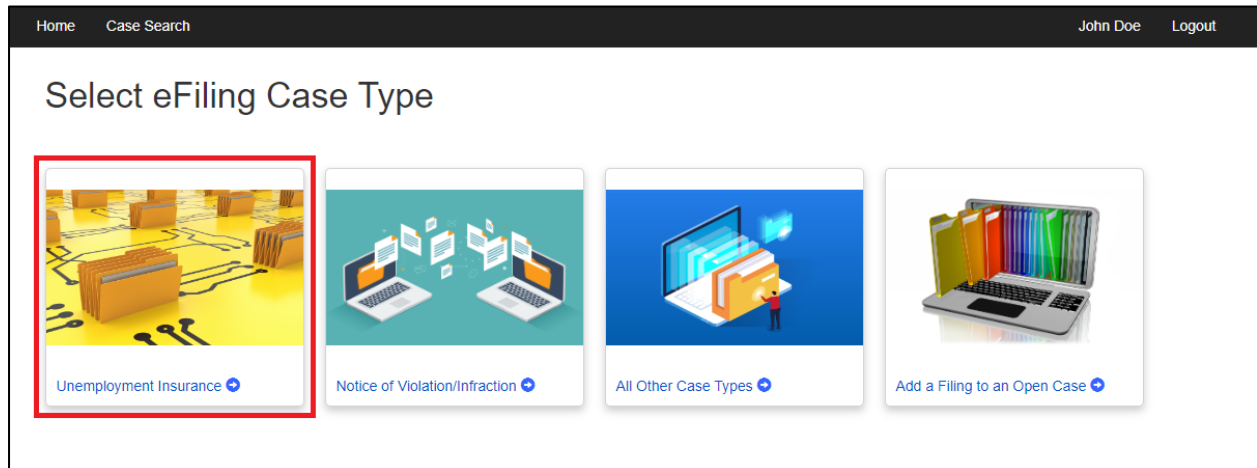
3. eFile Documents Tile

Click the "eFile Documents" tile.



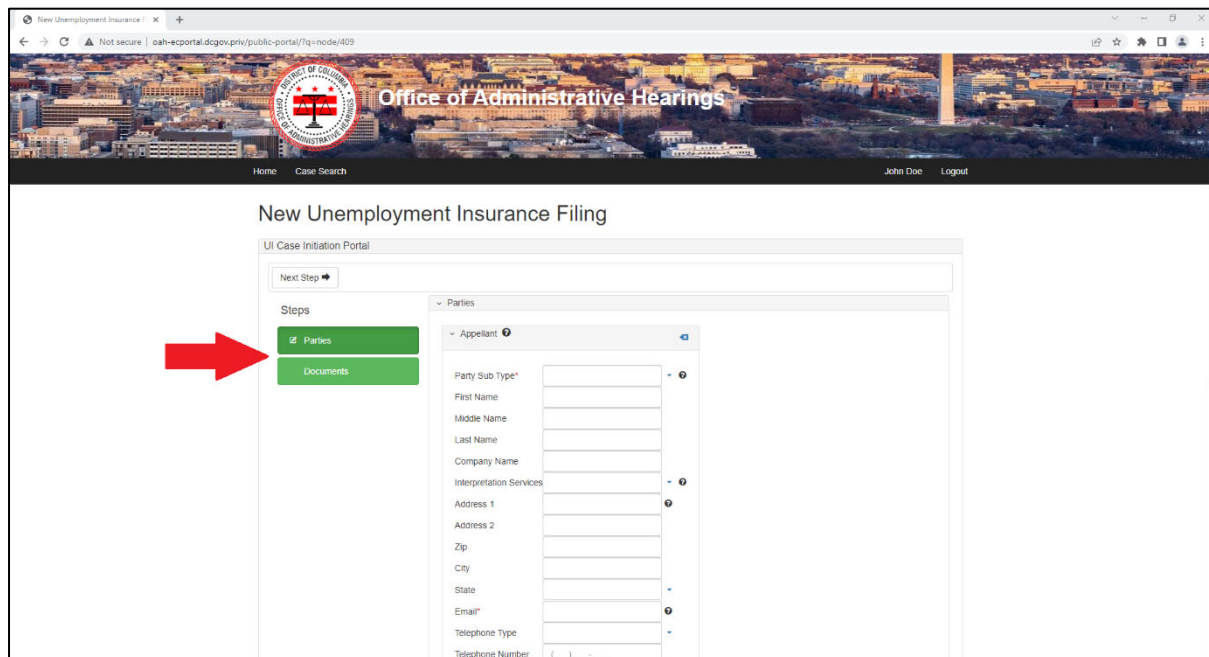
4. Select eFiling Case Type

Click the “Unemployment Insurance” tile.



5. Unemployment Insurance Hearing Request Screen

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



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 help icon. The form contains the following fields:

- Party Sub Type*: A dropdown menu with "CLM - Claimant" selected.
- Claimant, are you self-employed?*: A dropdown menu.
- First Name: A text input field.
- Middle Name: A text input field.
- Last Name: A text input field.
- Interpretation Services: A dropdown menu.
- Address 1: A text input field.
- Address 2: A text input field.
- Zip: A text input field.
- City: A text input field.
- State: A dropdown menu.
- Email*: A text input field.
- Telephone Type: A dropdown menu.
- Telephone Number: A text input field with a placeholder "() - - -".

Below the main form is a section titled "Social Security Last Four" with an ID #* field.

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 help icon. The form contains the following fields:

- Party Sub Type*: A dropdown menu with "EMP - Employer" selected.
- First Name: A text input field.
- Middle Name: A text input field.
- Last Name: A text input field.
- Company Name: A text input field.
- Interpretation Services: A dropdown menu.
- Address 1: A text input field.
- Address 2: A text input field.
- Zip: A text input field.
- City: A text input field.
- State: A dropdown menu.
- Email*: A text input field.
- Telephone Type: A dropdown menu.
- Telephone Number: A text input field with a placeholder "() - - -".

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

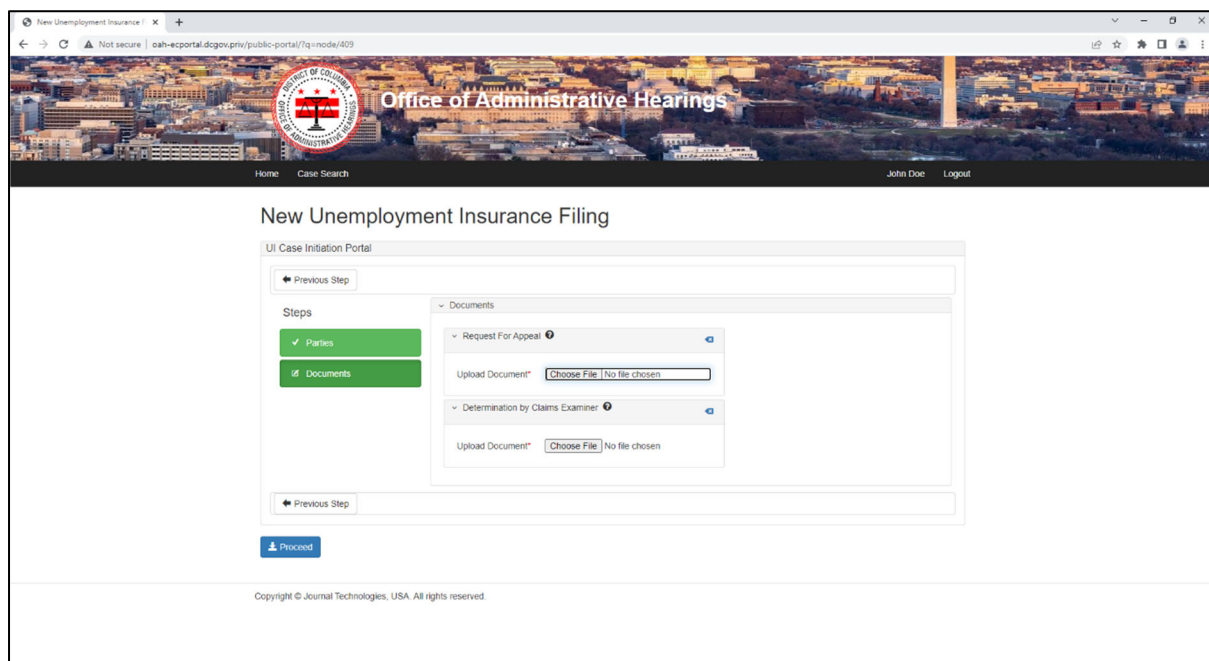
Email

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 shows a web browser window displaying the "Office of Administrative Hearings" portal. The page title is "New Unemployment Insurance Filing". The main content area is titled "UI Case Initiation Portal" and features a "Steps" section with two items: "Parties" (checked) and "Documents" (checked). The "Documents" section is expanded, showing two document upload fields: "Request For Appeal" and "Determination by Claims Examiner". Each field has an "Upload Document*" label and a "Choose File" button. The "Request For Appeal" field also shows "No file chosen". At the bottom of the form, there is a "Proceed" button. The footer contains the text "Copyright © Journal Technologies, USA. All rights reserved."

8. Submitting the hearing request.

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

The screenshot shows a web browser window with the URL `oah-ecportal.dcgov.priv/public-portal/?q=node/409`. The page header features the Office of Administrative Hearings logo and navigation links for Home, Case Search, John Doe, and Logout. 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 shows "Parties (1)" (Test Tester 123 Main St.) and "Documents" as completed steps. The "Documents" section is expanded, showing two document upload fields: "Request For Appeal.pdf" and "Claimant Submission.pdf", both with "Choose File" buttons and "100%" progress indicators. At the bottom left of the form, a red arrow points to a blue "Proceed" button. The footer contains the text "Copyright © Journal Technologies, USA. All rights reserved."


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





The screenshot shows a web browser window with the URL `oah-ecportal.dcgov.priv/public-portal/?q=node/410`. The page header is identical to the previous screenshot, showing the Office of Administrative Hearings logo and navigation links. The main content area displays the message "Your submission has been sent for review by OAH staff." Below this message is a green notification bar that says "Your case is being sent to Case Management System" with a close button. The footer contains the text "Copyright © Journal Technologies, USA. All rights reserved."

9. 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.

Submission to the Office of Administrative Hearings

 noreply.oah@dc.gov
To John Doe

 Reply  Reply All  Forward 

Thu 6/2/2022 11:13 AM

Do not respond to this email address as it is not monitored.

Your submission has been received by the Office of Administrative Hearings (OAH). OAH will review your submission and you will receive an additional email when it is either accepted or rejected.

Your submission number is 2022-EFILE-00031.

OAH is open Monday - Friday, 9:00 a.m. - 5:00 p.m. Please contact the Clerk's Office at (202) 442-9094 if you have any questions.

If you need assistance, please use the following links:

Help & Support - Portal: <https://oah.dc.gov/page/help-case>

OAH Resource Center: <https://oah.dc.gov/oah-resource-center>

OAH Rules: <https://oah.dc.gov/page/rules-and-laws>

10. Acceptance or Rejection

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