

How to File: Appeal Requests

Submitting a PSOB Appeal Application

1. To initiate your Appeal Request, choose the “Start an Application” (A) link on your MyPSOB Homepage (Figure 1).

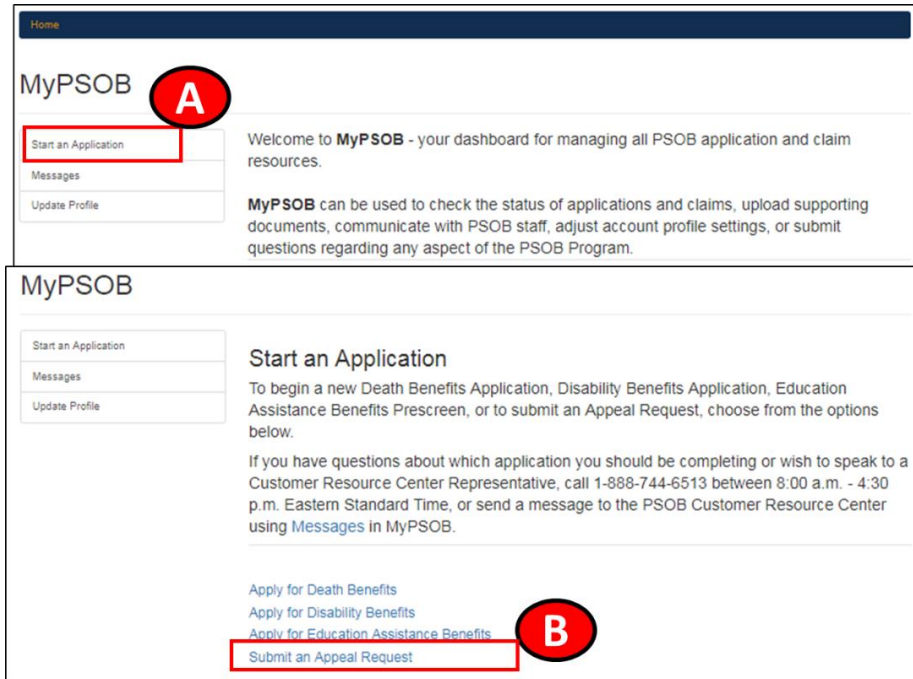


Figure 1

2. From the “Start an Application” page (Figure 1), choose “Submit an Appeal Request” (B) to view the Appeal instruction page (Figure 2).
3. After reading the instructions for an appeal request, choose the “Appeal Request” icon to begin your Appeal Request. (Figure 2).



Figure 2

- After completing your Appeal Request you will receive a Submission Acknowledgement (**Figure 3**), along with an email certifying receipt of your Appeal Request.

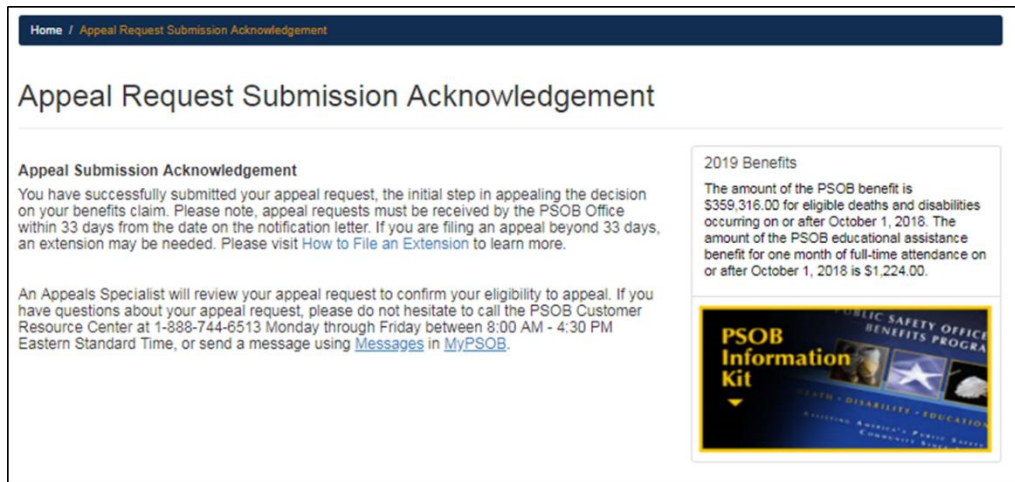


Figure 3

- To view the review status of your submitted Appeal (**1**), or to continue an unsubmitted request (**2**), visit the Appeal Requests page in MyPSOB (**Figure 4**).

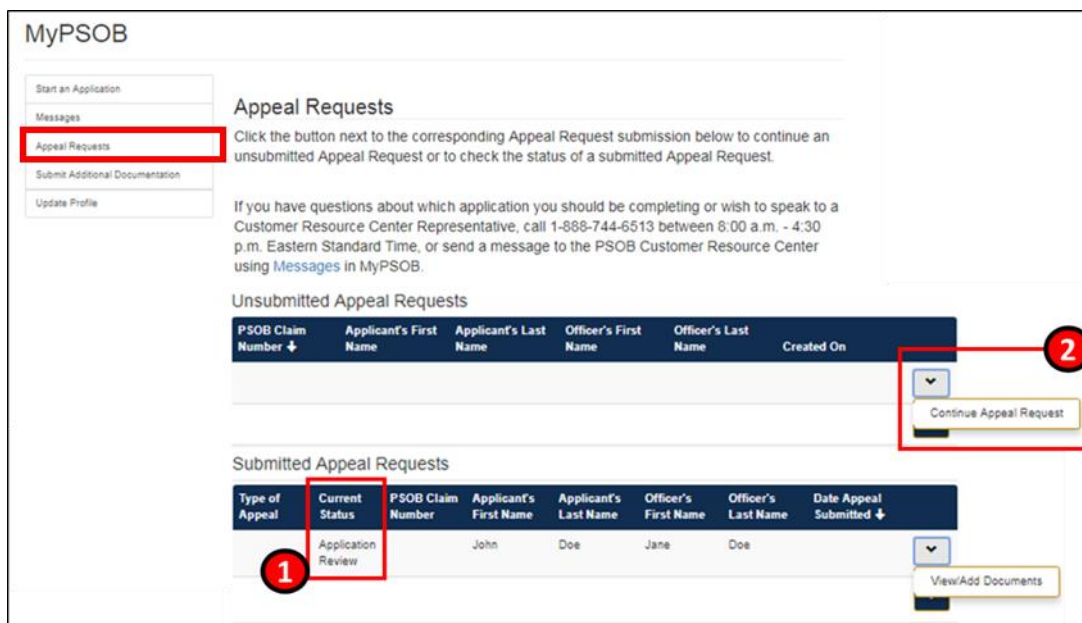


Figure 4

Uploading Appeal Documents

1. To upload a document to your submitted Appeal Request, navigate to the “Appeal Requests” section in MyPSOB.
2. From the Submitted Appeal Requests grid (1), select “View/Add Documents” (Figure 5).

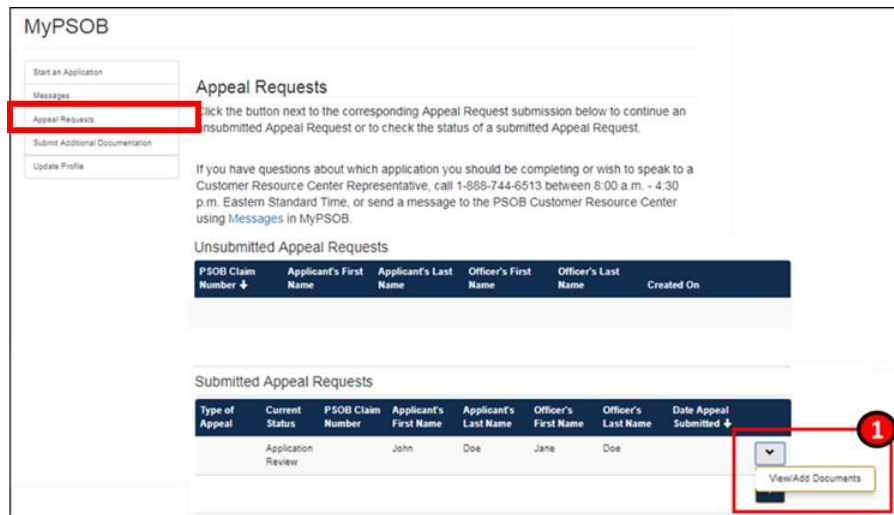


Figure 5

3. After choosing “View/Add Documents” you will be taken to the “Documents Summary” page for your Appeal Application (Figure 6). Choose “Add Documentation” (1) and follow the prompts to upload your document.

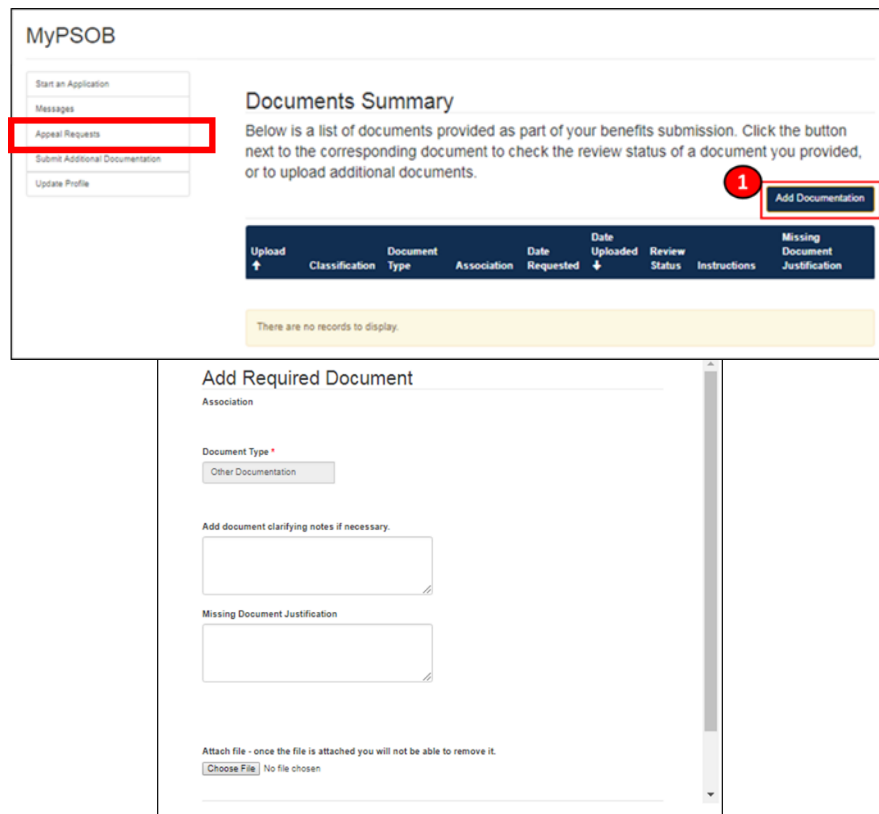


Figure 6