
E-Filing System User Guide



National Labor Relations Board
Office of the Chief Information Officer
December 5, 2019

Table of Contents

1. Introduction.....	1
1.1. Purpose	1
2. E-File.....	1
2.1. Browser Compatibility	1
2.2. Terms and Conditions	1
2.3. Contact Information	2
2.3.1. Existing Account	2
2.3.2. Validate Existing MAP Account.....	6
2.3.3. New User	7
2.4. Case Information	8
2.5. Choose & Upload Document.....	10
2.5.1. Extension of Time Request	15
2.6. Review.....	17
3. Integration with My Account Portal (MAP).....	20



1. Introduction

1.1. Purpose

The E-Filing process, which has been integrated with My Account Portal (MAP), allows users to e-file documents to specific cases and inquiries using their MAP credentials or as a new user.

2. E-File

2.1. Browser Compatibility

The E-Filing application is compatible with the following Internet browsers. However, Google Chrome is the preferred browser.

- Google Chrome
- Internet Explorer 11
- Microsoft Edge

2.2. Terms and Conditions

1. The first page you will see each time you access the E-File application is the Terms and Conditions page. Once reviewed, click on ***“I Accept”***.





Terms & Conditions



Contact Information



Case Information



Choose & Upload
Document



Review

NLRB E-Filing Terms and Conditions

E-File Terms and Conditions

The National Labor Relations Board requires that all documents in unfair labor practice and representation cases be E-Filed with the Board's Office of Executive Secretary or the Division of Judges. Parties or other persons are strongly encouraged to E-File documents in unfair labor practice and representation cases with the General Counsel's offices (Office of Appeals or the Regional Offices).

E-FILINGS SHOULD NOT CONTAIN "SENSITIVE PERSONALLY IDENTIFIABLE INFORMATION" (SPII) THAT IS NOT ESSENTIAL TO THE MATTER AT ISSUE

Please redact or remove any non-essential sensitive personally identifiable information before uploading an E- Filing. Examples of documents that may contain SPII include payroll records, medical records, bank statements, tax records, etc. If you believe you must file documents with the Agency that contain unredacted sensitive personally identifiable information, you must indicate during the E-filing process that the document contains SPII and check the box next to the type of SPII it contains. Where evidence submitted electronically is not in native format due to redactions of SPII, it should be submitted in a manner that retains the essential functionality of the native format (i.e., in a machine-readable and searchable electronic format).

SPII is an individual's name **in combination with** one or more of the following:

WARNING:

You are accessing a U.S. Government information system. You understand and consent to the following: you may access this information system for authorized use only; you have no reasonable expectation of privacy regarding any communication of data transiting or stored on this information system; at any time and for lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system; and any communications or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

By Clicking "I Accept", you agree to abide by NLRB's E-Filing Terms and Conditions.

I Accept

2.3. Contact Information

There are three scenarios associated with the Contact Information page: user has an existing account and signs in (2.3.1), user is not sure whether they have an account (2.3.2) or user proceeds without signing in (2.3.3).

2.3.1. Existing Account

1. If you already have a MAP account, click on the **"Sign In"** button, which will navigate you to the login.gov portal.

Find Your Regional Office | Directory | 1-844-762-NLRB | Español
NATIONAL LABOR RELATIONS BOARD

Welcome to NLRB E-Filing Need Help ? ▾

Terms & Conditions
Contact Information
Case Information
Choose & Upload Document
Review

To E-File without creating an account, please fill out the Contact Information and click **Continue as Guest**.

To create an account with the NLRB that will automatically populate your Contact Information and allow you to follow the case(s):

1. First, click **Sign In**, below, to sign into login.gov. You will have to create a login.gov account the first time, if you don't already have one.
2. Next, validate your NLRB account by providing the case number, inquiry number or NLRB account number (found in any previous E-Filing confirmation email) along with the party's/attorney's email address on the case, inquiry or account.

[← Sign In](#)

Contact Information

First Name*	Middle Name or Initial	Last Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
E-Mail*	Confirm E-Mail*	Additional E-mails ⓘ
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address 1*	Address 2	
<input type="text"/>	<input type="text"/>	
City*	State*	Zip*
<input type="text"/>	Select State ▾	<input type="text"/>
Telephone*	Extension	Additional Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
		Fax
		<input type="text"/>

Continue as Guest

Note: If the system times out, the application will redirect you back to the Terms and Conditions page.



2. To sign in, first log in to login.gov by providing your login.gov credentials: **“Email address”** and **“Password”**. Once complete click **“Sign In”**.

A DEMO website of the United States government

LOGIN.GOV

NLRB Portal is using login.gov to allow you to sign in to your account safely and securely.

Email address

Password Show password

Sign In

Don't have an account? [Create an account](#)


[Sign in with your government employee ID](#)

[Back to NLRB Portal](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)

3. To validate your MAP account, enter a case, inquiry or account number associated with your account. Also, enter the designated Party/Attorney E-mail address associated with the case, inquiry or account. Once entered, verify the Google Captcha and click **“Continue”**.



Account Validation

Please enter your case, inquiry or account number. An account number is a unique identifier that is provided to you by NLRB. It associates you with a list of all the cases in which you are a participant.

NLRB Case, Inquiry or Account Number

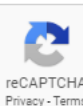
Enter NLRB Case, Inquiry or Account Number

Sample Case Number: 01-CA-000000
Sample Inquiry Number: 1-1234567890
Sample Account Number: 1-243149257 or 1-24414-196061

Party/Attorney E-Mail Associated with the Case

Party/Attorney E-Mail Associated with the Case

If you are filing at the direction of a party/attorney, please enter the party's/attorney's email address associated with the case

I'm not a robot 
reCAPTCHA
Privacy - Terms

For help locating your account number, please refer to the FAQ section [here](#).

Continue

4. Next, the Case Information screen will display. Proceed to Section 2.4.
-
-

2.3.2. Validate Existing MAP Account

1. Enter the email address in the “*E-Mail*” field and then move out of the field.
2. If the email exists in the system, a pop-up notification will notify you that the email or account already exists. You will be given the option to “*Sign In*” or “*Continue as Guest*”.

The screenshot shows the 'Contact Information' form in a web application. The form is partially filled with the following information:

Field	Value
First Name*	John
Middle Name or Initial	R
Last Name*	Smith
E-Mail*	[Redacted]
Confirm E-Mail*	[Redacted]
Additional E-mails ⓘ	[Redacted]
Telephone*	[Redacted]
Extension	[Redacted]
Additional Phone	[Redacted]
Fax	[Redacted]
Zip*	[Redacted]

A pop-up notification box is overlaid on the form, containing the following text:

You already have an account

Please **Sign In** to use your existing account information or click **Continue as Guest** to continue E-Filing as a guest.

Buttons for 'Sign In' and 'Continue as Guest' are visible within the pop-up.

Note: When you sign in your Contact Information will be auto-populated on the form.

2.3.3. New User

1. If you are a new user or would like to proceed as a guest without signing in, after accepting the Terms and Conditions, fill out the Contact Information. Once filled, click on **“Continue as Guest”**.

The screenshot shows the NLRB E-Filing website interface. At the top, there is a blue header with the NLRB logo and the text 'NATIONAL LABOR RELATIONS BOARD'. Below the header, a dark grey bar contains the text 'Welcome to NLRB E-Filing' and a 'Need Help?' link. A navigation bar below this features five steps: 'Terms & Conditions', 'Contact Information' (highlighted with a blue circle), 'Case Information', 'Choose & Upload Document', and 'Review'. The main content area is titled 'Contact Information' and is enclosed in a red border. On the left side of this area, there is instructional text and a 'Sign In' button. The right side contains a form with the following fields: 'First Name*', 'Middle Name or Initial', 'Last Name*', 'E-Mail*', 'Confirm E-Mail*', 'Additional E-mails', 'Address 1*', 'Address 2', 'City*', 'State*' (with a dropdown menu), 'Zip*', 'Telephone*', 'Extension', 'Additional Phone', and 'Fax'. A 'Continue as Guest' button is located at the bottom right of the form.

Note: All fields with a red asterisk * are required to be filled in before proceeding to the next page.

2.4. Case Information

1. Enter the “*Case/Inquiry Number*” to which you want to E-File. Once entered, click on “*Search*”

Find Your Regional Office | Directory | 1-844-762-NLRB | Español

NATIONAL LABOR RELATIONS BOARD

Welcome to NLRB E-Filing [Need Help ?](#)

Terms & Conditions | Contact Information | **Case Information** | Choose & Upload Document | Review

Case/Inquiry Information

A case or inquiry number is required to E-File any document. A Case Number must be in the format of XX-XX-XXXXXX. An Inquiry Number must be in the format of "1-XXXXXXXXXX" or "1-XXXXXXXXXX". In matters involving multiple cases that have been consolidated, please use the lead (lowest) case number to file your document. This will ensure that your document is filed in all the related cases. If you want to file your document in fewer than all of the related cases, or in multiple cases that are not related, you must file the document separately in each individual case.

E-FILING DOES NOT PROVIDE E-SERVICE

Please note that the NLRB's E-Filing system does not provide service of E-Filed documents on other parties to the case. You are not required to submit multiple copies of the documents you file electronically, but you are responsible for serving the other parties to the case.

BE SURE TO MAKE A NOTE OF THE CONFIRMATION NUMBER AT THE END OF THE E-FILING PROCESS

Case/Inquiry Information

Case / Inquiry Number

Sample Case Number: 01-CA-000090; Inquiry Number: 1-1234567890

Search

Contact Information

John Smith,
1001, Chicken Coop, STE 302,
Rockville, VA,
E-mail: rporter@nlrb.gov

Notice: Contact Information of logged in user is provided.

2. If the case/inquiry is found in the system, the case/inquiry number, name and related cases will display, as shown below.






The screenshot displays the NLRB E-Filing system interface. At the top, the National Labor Relations Board logo and name are visible. Below the logo, a navigation bar contains the following links: Terms & Conditions, Contact Information, Case Information, Choose & Upload Document, and Review. The 'Case Information' step is currently active and highlighted with a red border. This step includes a search bar where the case number '25-CB-009523' has been entered. Below the search bar, the system has found the case and displays the following information: Case/Inquiry Number: 25-CB-009523; Case Name: UNITED AUTO WORKERS (NAVISTAR, INC.); Related Cases: 25-CB-009408(Closed), 25-CB-009413(Closed), and 282 more...; Role or the role which you are a representative: Select Role; Office you want to E-File with: Select Office. A 'Next' button is located at the bottom of the form. To the left of the form, there is a blue sidebar with 'Case/Inquiry Information' and 'E-FILING DOES NOT PROVIDE E-SERVICE' sections. To the right, there is a 'Contact Information' sidebar with the name John Smith and his address and email.

3. Select the role or the role for which you are a representative from the drop down, as shown above.
4. Select the office you want to E-File with from the drop down, as shown above.
5. Once complete, click **“Next”**.

2.5. Choose & Upload Document

1. Select the type of document you are E-Filing or to which you are E-Filing a response. Once selected, click on “***Proceed to Upload***”. If you are requesting an extension of time to submit documents, click on “***Extension of Time Request***” and refer to Section 2.5.1.

Welcome to NLRB E-Filing Need Help ? ▾

 Terms & Conditions  Contact Information  Case Information  **Choose & Upload Document**  Review

Select the type of document you are E-Filing or to which you are E-Filing a response.

- Amended Charge
- Answer to Complaint or Compliance Specification ⓘ
- Briefs ⓘ
 - Deferral Status Check Response
 - Disclaimer of Interest ⓘ
 - Extension of Time Request ⓘ
- Motion ⓘ
 - Notice of Appearance ⓘ
- Petition to Revoke a Subpoena ⓘ
 - Position Statement ⓘ
 - Request to Proceed ⓘ
 - Service Documents ⓘ
- Settlement Agreement ⓘ
- Withdrawal Request ⓘ
 - Affidavit
 - Evidence ⓘ
 - Letter ⓘ
 - Other
 - Questionnaire ⓘ

[Proceed to Upload](#)

Contact Information

John Smith,
1001 Main St, Rockville, MD 25123
Ph: (301) 555-1234
E-mail: testnxgen@gmail.com

Case/Inquiry Information

Case/Inquiry #: 25-CB-009523
Case/Inquiry Name: UNITED AUTO WORKERS (NAVISTAR, INC.)
Role: Charging Party
Office: Region

Notice:
Case/Inquiry
Information
user entered
is provided

2. If the document you are uploading contains Sensitive Personally Identifiable Information (SPII), indicate the SPII the document contains by checking the appropriate box(es), as shown below.

Welcome to NLRB E-Filing Need Help ? ▾

Terms & Conditions Contact Information Case Information Choose & Upload Document Review

Does this document contain SPII ?

The NLRB, per the E-Filing Terms, discourages the uploading of documents that contain Sensitive Personally Identifiable Information (SPII) unless the SPII is essential to the matter at issue. SPII is defined as a document that contains a person's name PLUS one or more of the following. (If your document does not contain any SPII, you may disregard Step 1 and continue to Step 2.) Which, if any, SPII does this document contain?

Person's Name PLUS

- Date of Birth
- Social Security Number
- Driver's License Number
- Financial Account Number
- Credit or Debit Card Number

Does the document Contain Information Covered by a Protective Order or Placed Under Seal?

E-FILINGS CONTAINING INFORMATION COVERED BY A PROTECTIVE ORDER OR "UNDER SEAL" MUST BE DESIGNATED

The NLRB, Per the E-Filing terms and conditions, if you are uploading an E-Filing that contains information (such as documents, testimony or other information) that may not be released to the public because the information is covered by a protective order, or has been placed "under seal," then you must indicate so now.

Information Covered by a Protective Order or Placed Under Seal

Upload Documents

File Type (Accepted file types for upload - .txt, .doc, .docx, .pdf, .xls, .xlsx, .csv, .wav, .mp3, .mp4, .jpg, .jpeg, .png)

Choose File Upload

(Max Upload File Size is 100MB)

Add More Documents Proceed to Review

Contact Information

John Smith,
1001, Chicken Coop, STE 302,
Rockville, VA,
E-mail: rporter@nlrb.gov

Case/Inquiry Information

Case/Inquiry #: 25-CB-009523
Case/Inquiry Name: UNITED AUTO WORKERS (NAVISTAR, INC.)
Role: Court
Office: Division of Judges

3. If the document you are uploading contains information covered by a Protective Order or Placed Under Seal, select the associated checkbox, as shown below.

**Does this document contain SPII ?**

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Person's Name PLUS

- Date of Birth
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- Driver's License Number
- Financial Account Number
- Credit or Debit Card Number

Does the document Contain Information Covered by a Protective Order or Placed Under Seal?**E-FILEINGS CONTAINING INFORMATION COVERED BY A PROTECTIVE ORDER OR "UNDER SEAL" MUST BE DESIGNATED**

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- Information Covered by a Protective Order or Placed Under Seal

Upload Documents

File Type (Accepted file types for upload - .txt, .doc, .docx, .pdf, .xls, .xlsx, .csv, .wav, .mp3, .mp4, .jpg, .jpeg, .png)

No file chosen

Choose File

Upload

(Max Upload File Size is 100MB)

Add More Documents

Proceed to Review

Contact Information

John Smith,
1001, Chicken Coop, STE 302,
Rockville, VA,
E-mail: rporter@nlrb.gov

Case/Inquiry Information

Case/Inquiry #: 25-CB-009523
Case/Inquiry Name: UNITED AUTO
WORKERS (NAVISTAR, INC.)
Role: Court
Office: Division of Judges

4. Select the document to upload by clicking **“Choose File”**. After selecting the file, click **“Upload”**.



Does this document contain SPII ?

The NLRB, per the E-Filing Terms, discourages the uploading of documents that contain Sensitive Personally Identifiable Information (SPII) unless the SPII is essential to the matter at issue. SPII is defined as a document that contains a person's name PLUS one or more of the following. (If your document does not contain any SPII, you may disregard Step 1 and continue to Step 2.) Which, if any, SPII does this document contain?

Person's Name PLUS

- Date of Birth
- Social Security Number
- Driver's License Number
- Financial Account Number
- Credit or Debit Card Number

Does the document Contain Information Covered by a Protective Order or Placed Under Seal?

E-FILINGS CONTAINING INFORMATION COVERED BY A PROTECTIVE ORDER OR "UNDER SEAL" MUST BE DESIGNATED

The NLRB, Per the E-Filing terms and conditions, if you are uploading an E-Filing that contains information (such as documents, testimony or other information) that may not be released to the public because the information is covered by a protective order, or has been placed "under seal," then you must indicate so now.

- Information Covered by a Protective Order or Placed Under Seal

Upload Documents

File Type (Accepted file types for upload - .txt, .doc, .docx, .pdf, .xls, .xlsx, .csv, .wav, .mp3, .mp4, .jpg, .jpeg, .png)

No file chosen

(Max Upload File Size is 100MB)

Choose File

Upload

Add More Documents

Proceed to Review

Contact Information

John Smith,
1001, Chicken Coop, STE 302,
Rockville, VA,
E-mail: rporter@nlrb.gov

Case/Inquiry Information

Case/Inquiry #: 25-CB-009523
Case/Inquiry Name: UNITED AUTO
WORKERS (NAVISTAR, INC.)
Role: Court
Office: Division of Judges

Note: You can also use a mobile device to take a picture and upload directly from your device to E-File. The supported format is PNG, JPG, and JPEG.

5. Once uploaded, you will receive a “File Uploaded Successfully” notification.

Welcome to NLRB E-Filing Need Help ? ▾

Terms & ConditionsContact InformationCase InformationChoose & Upload DocumentReview

Does this document contain SPII ?

The NLRB, per the E-Filing Terms, discourages the uploading of documents that contain Sensitive Personally Identifiable Information (SPII) unless the SPII is essential to the matter at issue. SPII is defined as a document that contains a person's name PLUS one or more of the following. (If your document does not contain any SPII, you may disregard Step 1 and continue to Step 2.) Which, if any, SPII does this document contain?

Person's Name PLUS

- Date of Birth
- Social Security Number
- Driver's License Number
- Financial Account Number
- Credit or Debit Card Number

Does the document Contain Information Covered by a Protective Order or Placed Under Seal?

E-FILINGS CONTAINING INFORMATION COVERED BY A PROTECTIVE ORDER OR "UNDER SEAL" MUST BE DESIGNATED

The NLRB, Per the E-Filing terms and conditions, if you are uploading an E-Filing that contains information (such as documents, testimony or other information) that may not be released to the public because the information is covered by a protective order, or has been placed "under seal," then you must indicate so now.

Information Covered by a Protective Order or Placed Under Seal

Upload Documents

File Type (Accepted file types for upload - .txt, .doc, .docx, .pdf, .xls, .xlsx, .csv, .wav, .mp3, .mp4)

File uploaded successfully. Click on "Add More Documents" or "Proceed to Review". ✕

No file chosen
(Max Upload File Size is 100MB)

Choose FileUpload

Add More DocumentsProceed to Review

Contact Information

Test NxGen,
123 Test St, Reston, VA 20191
Ph: (703) 111-1111
E-mail: testnxgen@gmail.com
Additional E-mail:
testnxgen@gmail.com

Case/Inquiry Information

Case/Inquiry #: 31-CA-074295
Case/Inquiry Name: The Neiman Marcus Group, Inc.
Role: Charging Party
Office: Region

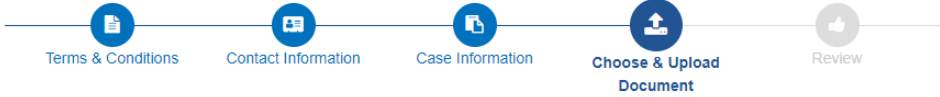
Attachment(s) Information

Signed Amended Charge Against Employer-Test.docx

2.5.1. Extension of Time Request

1. If you would like to request an extension to submit certain types of documents, click on **“Extension of Time Request”** and then **“Proceed”**.

Welcome to NLRB E-Filing Need Help ? ▾



Select the type of document you are E-Filing or to which you are E-Filing a response.

- Amended Charge
- Answer to Complaint or Compliance Specification ⓘ
- Briefs ⓘ
 - Deferral Status Check Response
 - Disclaimer of Interest ⓘ
 - Extension of Time Request ⓘ ✓**
- Motion ⓘ
 - Notice of Appearance ⓘ
- Petition to Revoke a Subpoena ⓘ
 - Position Statement ⓘ
 - Request to Proceed ⓘ
 - Service Documents ⓘ
- Settlement Agreement ⓘ
- Withdrawal Request ⓘ
 - Affidavit
 - Evidence ⓘ
 - Letter ⓘ
 - Other
 - Questionnaire ⓘ

Proceed

Contact Information

John Smith,
1001 Main St, Rockville, MD 25123
Ph: (301) 555-1234
E-mail: testnngen@gmail.com

Case/Inquiry Information

Case/Inquiry #: 25-CB-009523
Case/Inquiry Name: UNITED AUTO WORKERS (NAVISTAR, INC.)
Role: Charging Party
Office: Region

2. Select the type of document that is due from the drop-down menu.

Extension of Time

What document is due *

Current Due Date * Requested Due Date *

Reason for Extension of Time Request (Limit 1500 characters) *

I certify that, pursuant to the Board's Rules & Regulations [Sec. 102.114](#), I have served the following parties on this case with this request.

Please list the name, address and e-mail address of each party served. (Limit 2000 cha...)

Proceed to Review

3. Select the Current Due Date and Requested Due Date.

Extension of Time

What document is due *

Current Due Date * Requested Due Date *

Reason for Extension of Time Request (Limit 1500 characters) *

I certify that, pursuant to the Board's Rules & Regulations [Sec. 102.114](#), I have served the following parties on this case with this request.

Please list the name, address and e-mail address of each party served. (Limit 2000 cha...)

Proceed to Review

4. Provide a reason for the extension.

The screenshot shows a web form titled "Extension of Time". At the top, there is a dropdown menu labeled "What document is due *". Below this are two date fields: "Current Due Date *" and "Requested Due Date *", each with a calendar icon. The "Reason for Extension of Time Request (Limit 1500 characters) *" text area is highlighted with a red box. Below the text area is a certification statement: "I certify that, pursuant to the Board's Rules & Regulations [Sec. 102.114](#), I have served the following parties on this case with this request." Underneath is another text area: "Please list the name, address and e-mail address of each party served. (Limit 2000 cha...". At the bottom of the form is a blue button labeled "Proceed to Review".

6. Provide the party information, as necessary. Once all fields are complete, click on ***“Proceed to Review”***.

This screenshot is identical to the one above, showing the "Extension of Time" form. In this version, the text area for party information, "Please list the name, address and e-mail address of each party served. (Limit 2000 cha...", is highlighted with a red box.

2.6. Review

5. Review the information you have provided. If information is complete and ready to be submitted, click ***“Submit”***. If corrections are needed, return to the previous pages and edit the information.
-
-



Review

This is not a receipt. To complete the E-Filing process you must confirm the following information and click "Submit." You will then see a confirmation page and you will receive an acknowledgement by E-Mail.

Be sure to make a note of the Confirmation Number that will appear on the next page.


Please confirm that the following information is accurate

Contact Information	Case/Inquiry information	Attachments
<p>John Smith 1001, Chicken Coop, STE 302, Rockville, VA, 20852 E-mail: rporter@nlr.gov</p>	<p>Case/Inquiry #: 25-CB-009523 Case/Inquiry Name: UNITED AUTO WORKERS (NAVISTAR, INC.) Filing Party: Court Submit E-File To: Region</p>	<p>Extension of Time Request-Answer to Compliance Specification--Current due date Oct 7, 2019--Requested due date Oct 9, 2019</p>

Submit

6. After submitting your E-File, a confirmation page will be displayed. Make a note of the Confirmation Number. Select “Print” to keep a copy for your records.

Welcome to NLRB E-Filing Need Help ? ▾

Confirmation  Print

You have E-Filed your document(s) successfully. You will receive an E-Mail acknowledgement noting the official date and time we received your submission. Please save the E-Mail for future reference. You may wish to print this page for your records.

Note: This confirms only that the document was filed. It does not constitute acceptance by the NLRB.

My Account Portal: Now that you have logged in you may also navigate directly to [My Account Portal](#).

Please be sure to make a note of this confirmation number.

Confirmation Number: 1004480717
Date Submitted: Monday, October 7, 2019 1:26 PM (UTC-05:00) Eastern Time (US & Canada)

Case Number: 25-CB-009523
Case Name: UNITED AUTO WORKERS (NAVISTAR, INC.)
Filing Party: Court
Submitted E-File To Office: Region 25, Indianapolis, Indiana

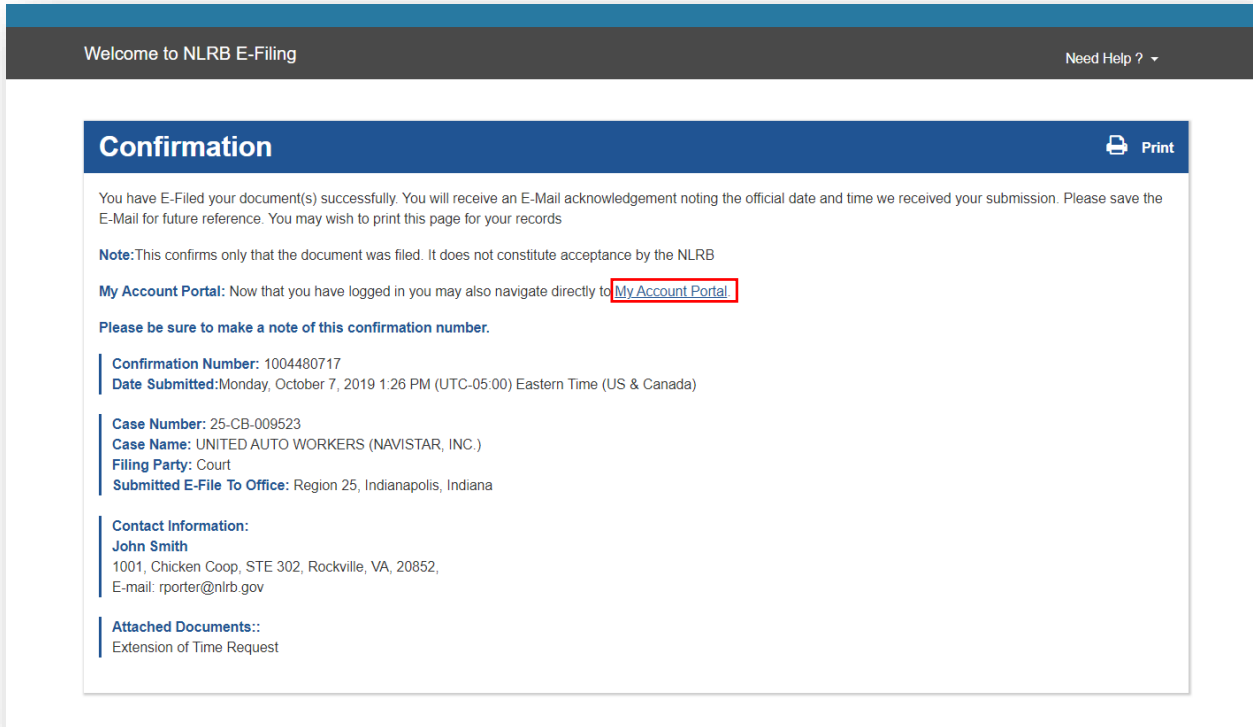
Contact Information:
John Smith
1001, Chicken Coop, STE 302, Rockville, VA, 20852,
E-mail: rporter@nlr.gov

Attached Documents::
Extension of Time Request

3. Integration with My Account Portal (MAP)

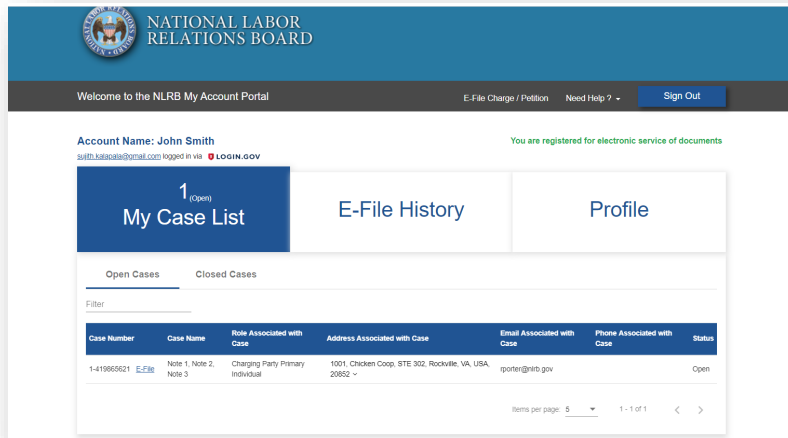
This module explains how the E-Filing process has been integrated with MAP.

1. If you had signed in to submit your E-File, the email notification you receive will include a link to My Account Portal. Select the link to proceed to MAP.

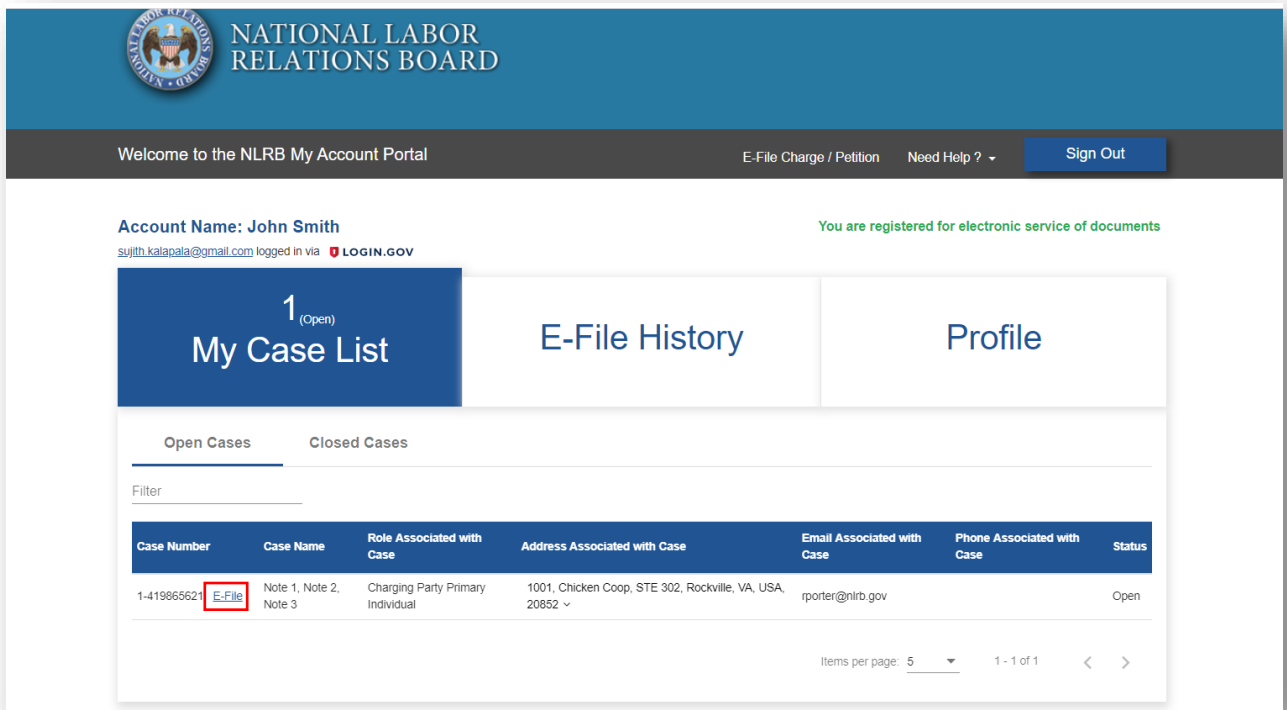


The screenshot shows the NLRB E-Filing Confirmation page. At the top, there is a dark blue header with the text "Welcome to NLRB E-Filing" on the left and "Need Help ?" with a dropdown arrow on the right. Below the header is a white content area with a blue bar at the top containing the word "Confirmation" and a "Print" button with a printer icon. The main text of the page reads: "You have E-Filed your document(s) successfully. You will receive an E-Mail acknowledgement noting the official date and time we received your submission. Please save the E-Mail for future reference. You may wish to print this page for your records". Below this is a "Note" stating: "This confirms only that the document was filed. It does not constitute acceptance by the NLRB". A "My Account Portal" section follows, stating: "Now that you have logged in you may also navigate directly to [My Account Portal](#)". A blue instruction reads: "Please be sure to make a note of this confirmation number." Below this are several sections of information: "Confirmation Number: 1004480717", "Date Submitted: Monday, October 7, 2019 1:26 PM (UTC-05:00) Eastern Time (US & Canada)", "Case Number: 25-CB-009523", "Case Name: UNITED AUTO WORKERS (NAVISTAR, INC.)", "Filing Party: Court", and "Submitted E-File To Office: Region 25, Indianapolis, Indiana". Next is "Contact Information" for John Smith, located at 1001, Chicken Coop, STE 302, Rockville, VA, 20852, with email rporter@nlrb.gov. Finally, "Attached Documents:" lists "Extension of Time Request".

2. When MAP opens you will see the cases and inquiries to which you are a party. You can select the E-File History tile to see your previous e-filings. The document you just e-filed will not show up in the E-File History tile until it has processed through NxGen. In addition, you can view your Profile information in the Profile tile.




3. You can also E-File directly from My Account Portal by clicking on the E-File link next to the case/inquiry number to which you would like to E-File.



4. This takes you directly to the E-Filing Case/Inquiry Information page as referred in Section 2.4, as shown below.

[Find Your Regional Office](#) | [Directory](#) | 1-844-762-NLRB | [Español](#)


NATIONAL LABOR RELATIONS BOARD

Welcome to NLRB E-Filing
[Need Help?](#)

Terms & Conditions | Contact Information | **Case Information** | Choose & Upload Document | Review

Case/Inquiry Information

A case or inquiry number is required to E-File any document. A Case Number must be in the format of XX-XX-XXXXXXX. An Inquiry Number must be in the format of "I-XXXXXXXXXX" or "I-XXXXXXXXXX". In matters involving multiple cases that have been consolidated, please use the lead (best) case number to file your document. This will ensure that your document is filed in all the related cases. If you want to file your document in fewer than all of the related cases, or in multiple cases that are not related, you must file the document separately in each individual case.

E-FILING DOES NOT PROVIDE E-SERVICE

Please note that the NLRB's E-Filing system does not provide service of E-Filed documents on other parties to the case. You are not required to submit multiple copies of the documents you file electronically, but you are responsible for serving the other parties to the case.

BE SURE TO MAKE A NOTE OF THE CONFIRMATION NUMBER AT THE END OF THE E-FILING PROCESS

Case/Inquiry Information

Case / Inquiry Number

Sample Case Number: 91-CA-00999; Inquiry Number: 1-028367089

Case Found

Case/Inquiry Number: 25-CB-009523
 Case Name: UNITED AUTO WORKERS (NAWSTAR, INC.)
 Related Cases: 25-CB-009408(Closed)
 25-CB-009413(Closed) and 262 more...
 Role or the role which you are a representative:
 Office you want to E-File with:

Contact Information

Sujith R Kalapala,
 8115 Hammond Avenue, Tacoma
 Park, WA 98152,
 Ph: (240) 893-1223
 E-mail: sujith.kalapala@gmail.com
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 sujith.kalapala@gmail.com

Note: For more information on MAP, please access MAP help and/or training documents.

