

## Submitting documents via the VRB's online Justice Portal

The online portal allows you to electronically submit documents to the Board. Once submitted, you will be provided with a Receipt number for the submission.

**Important Note:** You may submit up to 20 documents at a time in the one transaction.

- Maximum **document** size is **20MB**.
- Maximum transaction **upload** size is **25MB**.

**Tip:** If you are sending a **single document**, and where it is larger than 25 MB, try to reduce the size by scanning a black and white copy with reduced resolution.

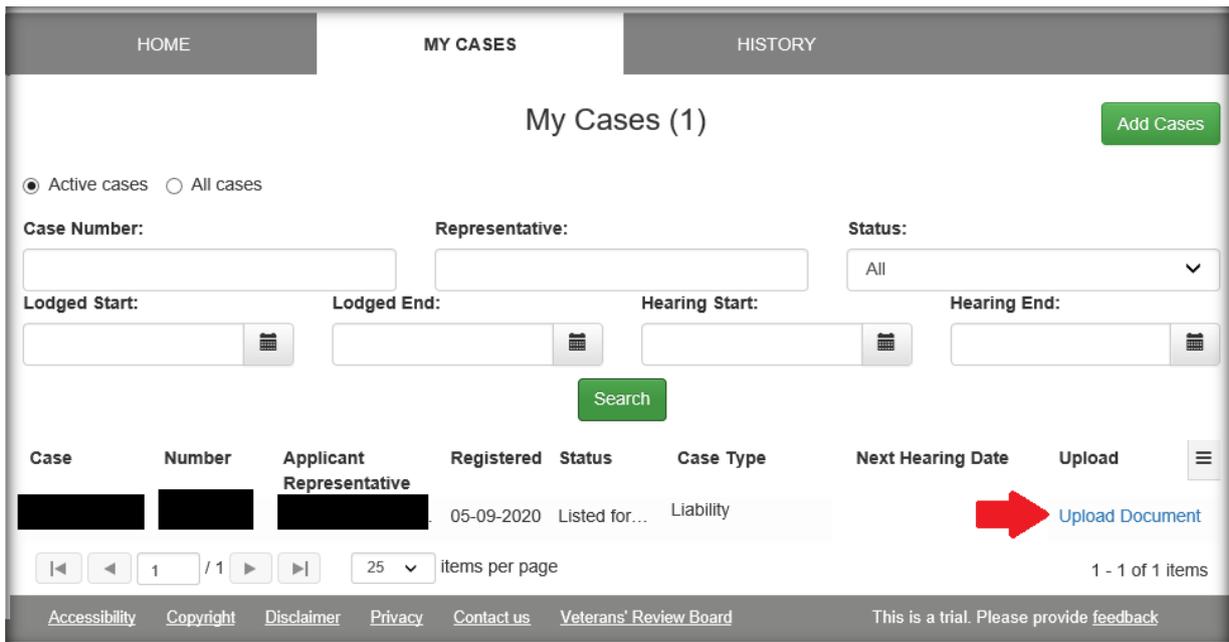
Alternatively, if the document is a combination of different forms of evidence/additional material, split this into multiple documents to send.

### How to submit document(s)

You can submit documents directly from the My Cases page or from an individual case record.

#### From My Cases

1. Click on **My Cases** icon (Justice Portal Home page).  
A list of your active applications is displayed.
2. **Identify / search** for the case that you want to submit documents for.
3. Click on **Upload Document** link.



HOME MY CASES HISTORY

My Cases (1) [Add Cases](#)

Active cases  All cases

Case Number:  Representative:  Status:

Lodged Start:  Lodged End:  Hearing Start:  Hearing End:

[Search](#)

Case	Number	Applicant Representative	Registered	Status	Case Type	Next Hearing Date	Upload
			05-09-2020	Listed for...	Liability		<a href="#">Upload Document</a>

1 / 1 items per page 1 - 1 of 1 items

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4. The **Document Upload** screen is displayed. Go to **Completing Document Upload screen** for further detail.

## From a case record

Alternatively, once you have identified the case, you can open the case record and submit the document from within the record.

1. From My Cases screen, click **on the applicant's name** (Case column); the Case Record screen is displayed.
2. Click on the **Submitted Documents** tab.
3. Click on **Submit new document** button.

Case Number: [REDACTED]

Summary Case History Correspondence Submitted Documents

Ref No: [REDACTED] Submitted By: [REDACTED] Status: All

Lodged Start: [REDACTED] Lodged End: [REDACTED]

Search Clear

Reference No	Status	Submitted By	Submitted Date	Type	File Name	Description
QQQQ6T	Ready	cherryabcrl@yahoo....	08-09-2020 12:59 PM	Additional...	Referral to ADR 9...	statement
QQQQ6R	Ready	cherryabcrl@yahoo....	08-09-2020 12:58 PM	Additional...	ODR addtnl docs.pdf	additional info
QQQQ6E	Transferred	cherryabcrl@yahoo....	06-09-2020 09:10 PM	ONLINE D...	App response to O...	accept
QQQQ6Q	Processed	cherryabcrl@yahoo....	06-09-2020 08:27 AM	ODR - Add...	ODR addtnl docs....	contention
QQQQAM	Processed	cherryabcrl@yahoo....	05-09-2020 09:00 PM	Applicant -...	ODR request.docx	ODR request

1 - 6 of 6 items

Submit new document

4. The **Document Upload** screen is displayed. Go to **Completing Document Upload screen** for further detail.

## Completing Document Upload screen

Once the Document Upload screen is displayed, go the **Upload documents** section (bottom of page).

1. Click on **Browse** button.
2. **Find the document** and then click on **Open** button.
3. Select **Document Type** from the picklist (i.e. the type of document being submitted). **For example:**
  - Applicant's Advice – s148(1) Notice
  - Additional documents or new evidence from Applicant / Representative
  - ONLINE DISPUTE RESOLUTION – Applicant request for ODR
  - ONLINE DISPUTE RESOLUTION – Additional documents from Applicant / Representative
4. Enter a **Document Description**

**Upload documents**

You may submit up to 20 documents at a time. Document types accepted are pdf, txt, rtf, doc, docx, xps, jpg, jpeg, jpe, jfif, gif, png, bmp, tif, tiff, dib, xls or.xlsx. Max document size is 20MB. Max total upload size is 25MB

**File\***   
**Document Type\***  
**Document Description\***  
**Del**

You may submit up to 20 documents at a time. Document types accepted are pdf, txt, rtf, doc, docx, xps, jpg, jpeg, jpe, jfif, gif, png, bmp, tif, tiff, dib, xls or.xlsx. Max document size is 20MB. Max total upload size is 25MB

**File\***  
**Document Type\***  
**Document Description\***  
**Del**

5. If you want to submit additional documents in the one transaction:
  - Click on **Add another document** button.
  - **Repeat steps 1 to 4** for each additional document.
6. Once all documents have been selected, click on **Submit** button.
7. The Portal displays a message while it packages the document(s) to send to the Board:

**Submitting:**

Your form is being submitted. Please wait.....



8. Once the file(s) have been transferred, the **Document Upload – Receipt** tab is then displayed with the **reference number**.

**Document Upload**

**Document Upload - Receipt**

Fields marked with \* are required

100%

Document Upload | Document Receipt

Thank you for lodging your documents with the Veterans' Review Board.

Your Reference Number is: QQQQ63  
Please quote your reference number when enquiring about your submission.

**Check your email**

A copy of your document submission receipt has been sent to your email address (cherryabcrsl@yahoo.com). If you did not receive the email confirmation, or an additional copy of the receipt is required, please select one of the following options.

Email another copy | Download a copy

## Online Dispute Resolution (ODR)

There are 3 document types specific to ODR.

### **ONLINE DISPUTE RESOLUTION – Applicant request for ODR.**

- Use this document type to submit your request for your application to be considered under this process.

### **ONLINE DISPUTE RESOLUTION – Additional documents from Applicant / Representative**

- Use this document type to submit the documentation that the Conference Registrar has requested from you.

It is important you provide the information by selecting the ODR related document type, rather than the option “*Additional documents or new evidence from Applicant / Representative*”. This ensures that the requested information is directed straight to the requesting officer.

### **ONLINE DISPUTE RESOLUTION – Applicant - Response to recommendation (advice on how to progress)**

- Use this document type to advise how you wish to proceed (where the Conference Registrar has provided the recommendation from the ODR review of your application)