E-File Process Map: For Approval Authorities

For appeals received by paper or email

Case Parties Tab
(add parties here before creating your case)

New Case Tab
OR
Approval Authority Cases Tab
Select "New Cases"

For appeals received by e-file
Approval Authority Dashboard Tab
- Appeals Pending Review
- Appeals Reviewed

Case Type
(Act and Section)

Related Appeals
(if applicable)

Subject Property Location

Contact Information
- Appellant
- Approval Authority
- Representative

Case Details
Case Specific Information

Documents
Checklist and Upload Documents

Related Cases
(if applicable)

Summary & Submit
(Review inputted data and Submit to Tribunal)

Submission Successful
You will receive a case confirmation email with attached PDF of the completed form you submitted.

Visit your **Approval Authority Cases** Tab at any time

Includes options for:
- New Cases
- In Progress Cases
- Submitted Cases