

e-Appeal Account Registration Guide



UPDATED: October 20, 2023

Introduction

This Account Registration Guide is for all e-Appeal users: appellants, appellant representatives, and agency representatives.

Note for Agency Users:

- If you are an agency user (an Agency Representative or Agency Legal Support for an agency), your Work Unit must preregister your e-Appeal account **before** you can complete the individual registration process set forth in this Account Registration Guide. Please contact the Initial Contact or an e-Appeal Superuser for your Work Unit for more information regarding your preregistration status. If you have been preregistered, please follow the steps to complete your individual registration.

Individual Registration

1. MSPB's e-Appeal can be accessed from the MSPB website at <https://www.mspb.gov> or directly from <https://e-appeal.mspb.gov/>.
2. From the e-Appeal login page, select the option to "Register" as a New User.
 - a. NOTE: ALL individuals must register in the new e-Appeal as a "New User" even if they were previously registered as an e-filer in MSPB's former e-Appeal Online system.



Welcome to e-Appeal, the e-filing and case management system for U.S. Merit Systems Protection Board (MSPB). e-Appeal enables individuals to file new appeals and for parties to an appeal to file pleadings and view the electronic case record, including issuances from MSPB.

New Users

Setup your account here. You must complete this one-time process if this is your first time accessing MSPB's new e-Appeal.

[Register](#)

Returning Users

Log in here if you have previously registered for an account in MSPB's new e-Appeal or are completing your account setup.

[Log in](#)

3. Review the “Security Policy – Warning” pop up and select “Acknowledge.”
4. E-Appeal’s “New User” registration is divided into 9 separate steps, referenced below for convenience.

<h2 style="margin: 0;">Instructions</h2> <p style="margin: 0;">Step 1 of 9</p> <p style="margin: 0; font-size: small;">Next Step: Paperwork Reduction Act Notice</p>	OMB No. 3124-0017, Exp. 09/30/2026
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5. **Step 1 Page:** Review the Instructions Page and select “Next.”
6. **Steps 2 and 3 Pages:** Review the next two pages regarding the “Paperwork Reduction Act Notice” and the “Privacy Act Statement” and select “Next.”

7. **Step 4 Page:** Select your role as “Appellant,” “Appellant Representative,” or “Agency Representative.” If you will use e-Appeal as Agency Legal Support, you should select “Agency Representative” for purposes of e-Appeal account registration.

User Role

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Next Step: e-Filer Consent

Appellant

Select this option if you plan to file a new appeal with MSPB, or if you have a pending appeal and want to register as an e-Filer with MSPB.

Appellant Representative

Select this option if you plan to file a new appeal with MSPB on behalf of an individual, if you currently represent an appellant who has a pending appeal with MSPB, or if you provide legal support to an attorney appellant representative. You only need one "appellant representative" e-Appeal account to access appeals for which you are the designated representative.

Agency Representative

Select this option if you are an agency representative or provide legal support to an agency representative. Your agency email address must be preregistered with e-Appeal before you can create your account. Please contact your agency work unit to confirm your preregistration.

Cancel

Previous

Next

8. **Step 5 Page:** Review the e-Filer Consent page and select the fields to indicate that you consent to your obligations and responsibilities as a registered e-filer.

Pursuant to the interim final rule, effective on October 2, 2023, 5 C.F.R. § 1201.14(e)(5) requires all agency representatives and appellant attorney representatives to register as e-filers in e-Appeal. If you are legal support for an appellant attorney representative or legal support for an agency representative, you must also register as an e-filer for e-Appeal system access.

Example of e-Filer Consent Page:

e-Filer Consent

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Step 5 of 9

Next Step: Name and Email Address

Agency representatives are required to register with MSPB as e-Filers. [5 C.F.R. § 1201.14](#)

Note: Agency legal support staff must register as e-Filers for e-Appeal system access even if they are not serving as the agency's designated representative.

Please review MSPB's e-filing regulations at [5 C.F.R. § 1201.14](#) and *MSPB e-Appeal: FAQ* on the MSPB website for additional information.

My obligations and responsibilities as a registered e-Filer:

- * I will receive electronic service of all pleadings filed by other registered e-Filers and all documents issued by the Board at the email address I register with MSPB. I will NOT receive MSPB issuances by U.S. mail or other nonelectronic means.
- * I must file all pleadings through e-Appeal unless otherwise directed or excepted by MSPB.
- * I will be registered as an e-Filer in all cases at MSPB where I have an agency representative role.
- * I am responsible for ensuring that email from [@mspb.gov](#) is not blocked by filters.
- * I am responsible for monitoring e-Appeal for case activity to ensure that I have received all case-related documents.
- * I am responsible for notifying MSPB and the other parties of any change in my email address by updating my email address in my e-Appeal profile and filing a pleading in any pending appeals.

Do you wish to register as an e-filer with MSPB? *

- I consent to register with MSPB as an e-Filer.

Cancel

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Next

9. Step 6 Page: Enter the requested contact information.

- a. **Appellants:** Enter the email address you want to use with e-Appeal. If you are a current Federal employee, it is recommended that you use a personal email address for your e-Appeal account. **If you have a pending or recent case with MSPB, please enter the email address (if any) that you previously provided as part of your appeal.**
- b. **Appellant Representatives:** Enter the email address you will use for e-filing with MSPB; **if you were previously designated as a representative in an MSPB appeal, enter the email address you provided for your designation in those cases.**
- c. **Agency Users:** If you are an agency user, the email address you enter must match the email address that the Initial Contact or an e-Appeal Superuser for your Work Unit provided to MSPB for preregistration.

- d. **Note for all users:** If you used multiple email addresses in previous or pending appeals with the Board, MSPB strongly recommends that you contact eAppealTransition@mspb.gov for assistance prior to registering in the new e-Appeal to resolve any user profile issues and to help ensure that you can view all of your cases in the new e-Appeal.

Name and Email Address

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Step 6 of 9

Next Step: Username and Password

Appellants: Please list your first name as it appears on your official personnel records. For example, if your first name is "William" on your official personnel records, please list "William" to create your e-Appeal account (not "Bill" or "Willy").

First Name *

Middle Name

Last Name *

Suffix

Email Address *

Confirm Email Address *

Primary Phone Type

Primary Phone Number

Cancel

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Next

10. Step 7 Page: Choose a Username and Password and confirm your Password.

Username and Password

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Step 7 of 9

Next Step: Review Information

Please create a username and password for your e-Appeal account. Usernames can only contain:

- Alphanumeric characters
- Underscores, dashes, periods, and apostrophes

Note: Username cannot be your email address

Username *

Passwords must include:

- At least eight characters
- Uppercase and lowercase letters
- At least one number
- At least one of the following special characters: \$ # @ ! % ^ & * ()

Password *

Confirm Password *

Cancel

Previous

Next

11. UPDATED: Step 8 Page: Review the information you have entered and select the box to certify that the information is accurate. Then select “Create Account.” You have now successfully submitted a request to create your account, but to finish the registration process you must receive email notification from MSPB that your request to create a new e-Appeal account has been processed, verify your email address, log in to e-Appeal, and complete your “My Profile” information as explained in the next steps.

Review Information

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Next Step: Verify Your Email

Please review and confirm the information you have provided. This information will be used to create your account and verify your email address.

First Name

[Redacted]

Middle Name

Last Name

[Redacted]

Suffix

Username

[Redacted]

Email Address

[Redacted]

Primary Phone Type

Primary Phone Number

By checking this box, I certify that the information listed above is accurate to the best of my knowledge. *

Cancel

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Create Account

12. UPDATED: Step 9 Page: When you select “Create Account,” e-Appeal advises you that you have submitted a request to create a new e-Appeal account and indicates that your request has been placed in a queue for processing.

Verify Your Email

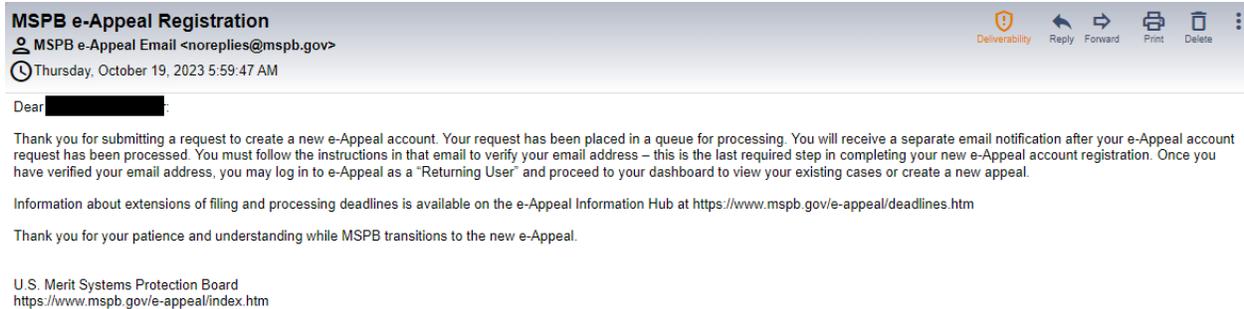
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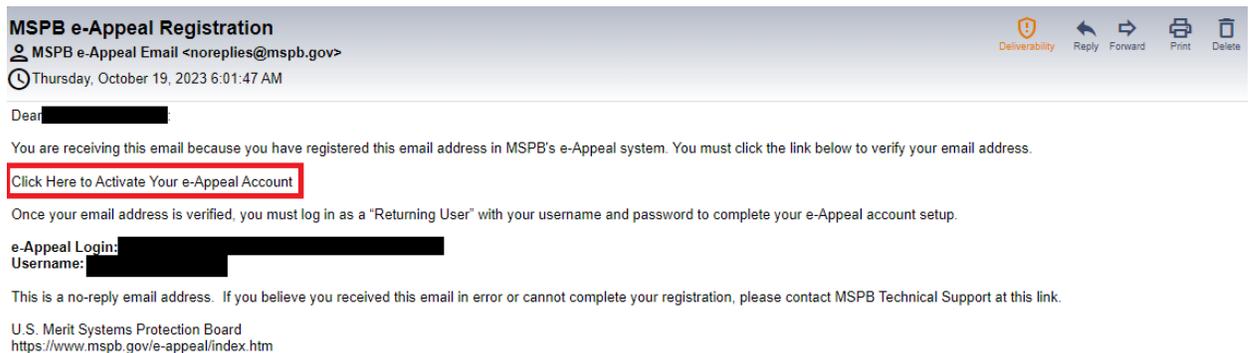
Thank you for submitting a request to create a new e-Appeal account. Your request to create an e-Appeal account has been placed in a queue for processing. Please check your email for information about next steps in this process.

Finish

You will also receive an email from MSPB confirming you have submitted a request that has been placed in a queue for processing.



13. UPDATED: When your request has been processed, you will receive another email from MSPB confirming that you have registered your email address in e-Appeal and asking you to verify your email address. **You MUST click the link in the email to complete the registration process.** MSPB is currently processing many requests for new e-Appeal accounts; therefore, receipt time for this verification email may vary as the system connects users to their assigned appeals.



14.E-Appeal opens in a browser window. Review the information advising you that your email address has been verified and you must complete your account setup by providing additional contact information. Select “Back to Homepage.”



Email Verification

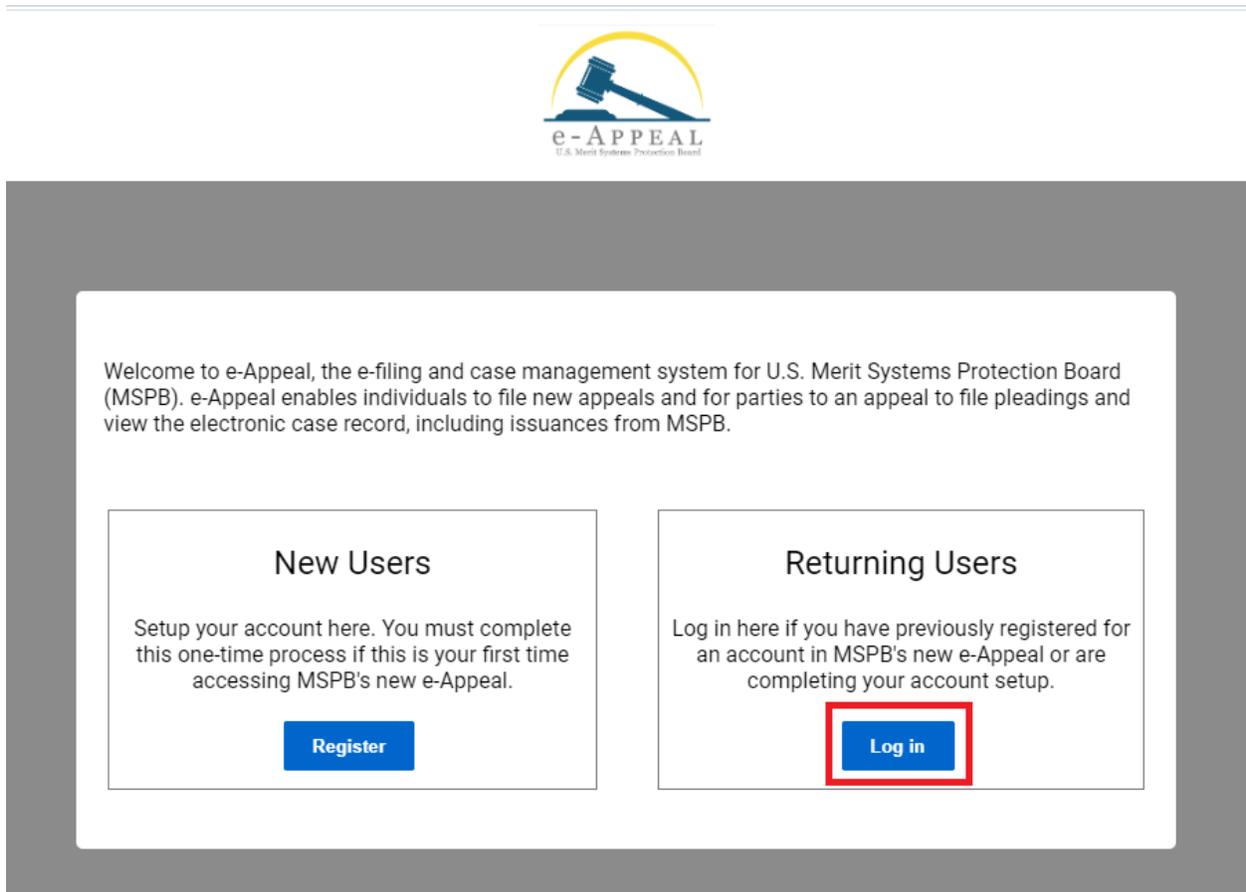
Your email address has been verified. You must now complete your e-Appeal account setup by providing additional contact information.

Once your account setup is complete, you can access your e-Appeal dashboard where you can file a new appeal or access any appeals where you are a party to the appeal.

e-Appeal uses two-factor authentication and will send a verification code to your email every time you log in to the system.

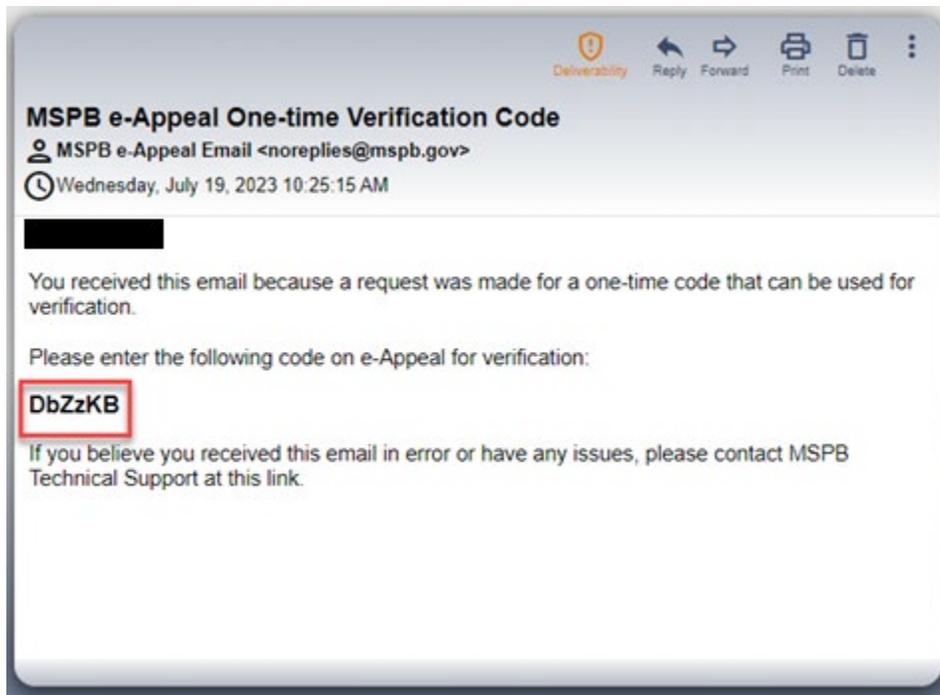
[Back to Homepage](#)

15. In e-Appeal, from the log-in page, select the option to “Log in” as a “Returning User.”



16. Review the “Security Policy – Warning” pop up and select “Acknowledge.” Enter your username and password.

17. The Two-Factor Authentication page is displayed, and e-Appeal emails you a verification code. Enter the code from your email into e-Appeal and select “Verify.” This two-factor authentication will take place every time you log in to e-Appeal as a returning user.



18. Review the “Paperwork Reduction Notice” and “Privacy Act Statement Notice” and select “Next.”

19. If you have not previously participated in an MSPB matter as an appellant or representative, the “My Profile” page is displayed. This page appears the first time you log in after completing the first part of the registration process. Enter the requested contact information. Select “Save & Exit.”

If you are an MSPB case party (appellant, appellant representative, or agency representative) who previously used MSPB’s former e-Appeal Online system, you will bypass the “My Profile” page and be brought to the e-Appeal Dashboard page.

My Profile

You must promptly notify the Board in writing of any change in your contact information while you have pending appeals. If you have a pending appeal, a pleading will be generated for you. You must then review and submit the pleading to notify the parties.

First Name *

Middle Name

Last Name *

Suffix

Person Unique ID *

Current Address

Address Line 1 *

Address Line 2

City *

State/Province/Region

Zip/Postal Code

Country *

Primary Phone Type *

Cell Phone Location

Cell Number

Home Phone Location

Home Number

Work Phone Location

Work Number

Fax Location

Fax Number

20. Review the “Profile Setup Complete” pop up and select “Go to Dashboard.” You have now completed your registration and may use e-Appeal to file a new appeal and to review and manage your cases.

21. For general information about how to use e-Appeal, please review the General Guide for All Users in the [new e-Appeal Information Hub](#).