




INTRODUCTION TO OSHRC E-FILING
OSHA Area Offices

Version 9-2016

1. Go to the OSHRC website (www.oshrc.gov) and select the option for “Electronic Filing.” The link will take you to a page that will allow you to self-register with the system.



Occupational Safety
&
Health Review Commission

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any

Username

Password

[Reset Password](#)

2. For first-time users, select the “Register” button, which will take you to the following screen (you need only register once). All fields marked with **R** are required fields. You will identify your “Contact Type” as OSHA Area Office (see below)



E-File Registration Page

Please fill out the required fields prior to clicking the "Submit" button below. You should receive an email confirmation that lists out your new account information and credentials shortly after submitting your information.

E-Mail Address [Ⓜ]

Please enter email address into this field

Company Name [Ⓜ]

Please enter company name into this field

First Name [Ⓜ]

Please enter first name into this field

Middle Name

Please enter middle name into this field

Last Name [Ⓜ]

Please enter last name into this field

Street Address 1 [Ⓜ]

Please enter your primary street address into this field

Street Address 2

Please enter your secondary street address into this field

City [Ⓜ]

Please enter your city into this field

State [Ⓜ]

Select from these options

Zip Code [Ⓜ]

Please enter zip code into this field

Phone Number [Ⓜ]

Please enter your phone number into this field

Fax Number

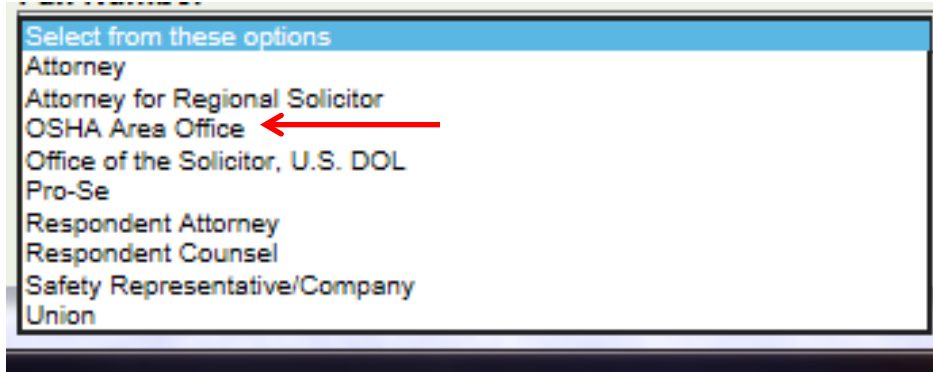
Please enter your fax number into this field

Contact Type [Ⓜ]

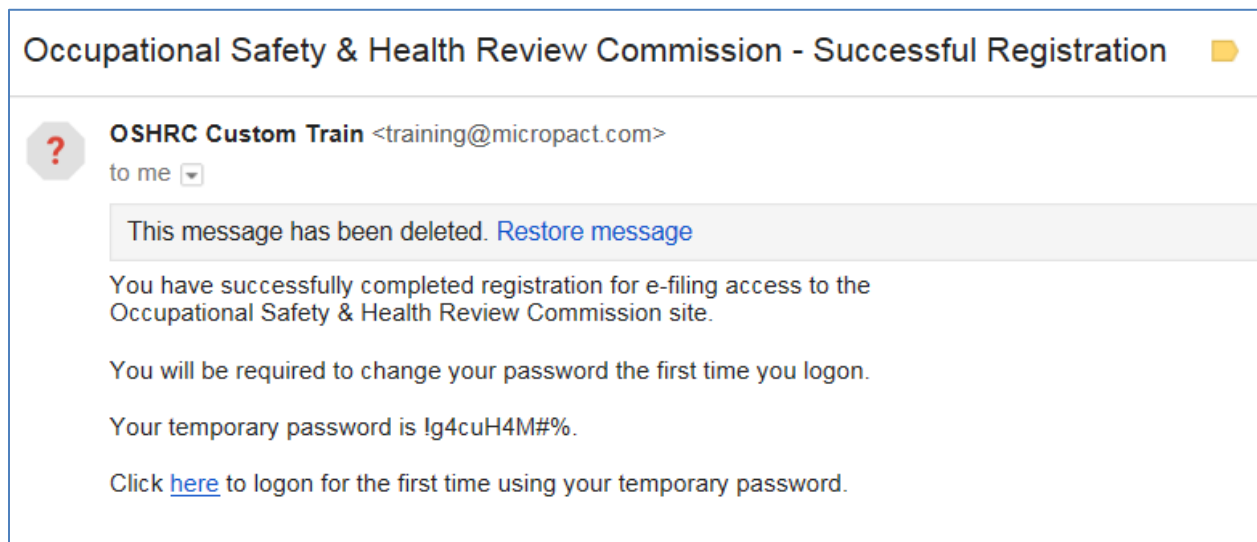
Select from these options

Cancel

Submit



3. After you register, you will receive an email confirming your registration and providing you with your credentials. Your logon ID will be the email account that you registered with and your temporary password will be included in the email.



4. The "Contact Type" you have selected will determine the layout of your home screen. For OSHA Area Offices, see below.



5. In order to submit the Notice of Contest to initiate a new case, you will select the upper left-hand box. You will see the following:

- a. Fill in all of the required fields. If the Inspection Number is already in the system, you will receive an error message.

[Home](#) | [My Account](#) | [Logout](#)



Notice of Contest Filing

Please fill out the required fields and attach the appropriate file(s) prior to clicking the "Submit" button below.

Validation Errors: Please correct the errors below to continue.

- The OSHA Inspection Number you have entered already exists within the system.

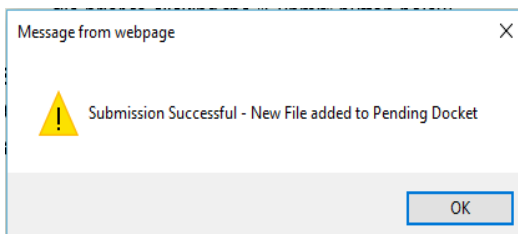
OSHA Inspection No:	<input type="text" value="12345678900"/>	
Company Name:	<input type="text" value="test"/>	
Inspection Date:	<input type="text" value="08/01/2016"/>	
Inspection State:	<input type="text" value="FL - Florida"/>	
Fatality Involved:	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Mailing Address Line 1:	<input type="text" value="123 Main"/>	
Mailing Address Line 2:	<input type="text"/>	
Mailing Address City:	<input type="text" value="Miami"/>	
Mailing Address State:	<input type="text" value="FL - Florida"/>	
Mailing Address Zipcode:	<input type="text" value="45678"/>	

One of the following is required for successful submission

Notice of Contest:	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Reset File"/>
Petition for Modification of Abatement (PMA):	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Reset File"/>
Citation & Notification of Penalty:	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Reset File"/>
Other:	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Reset File"/>

- b. Next add the Notice of Contest, Citation and Notification of Penalty along with any other documents to be filed. To attach the files select the “Browse” button, locate the files on your PC, and select Insert. Once all files are attached select Complete Submission.

- c. Once the data has been uploaded to the system you will receive an acknowledgement stating that you have successfully filed the Notice of Contest, as well as an email confirmation.



Subject: Fwd: Notice of Contest Submitted

Aug 11, 2016 12:11:46 PM, training@micropact.com wrote:
Your Notice of Contest has been successfully submitted to the OSHRC e-file system for further action.

For more information, please go to the following link:
<http://oshrc-train.entellitrak.com/etk-oshrc-custom-train/>

This is a system-generated email notification. Please do not reply.

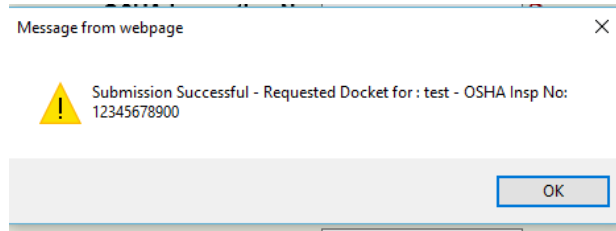
6. To submit additional documents, select “File a New Document in a Pending OSHRC Case.”



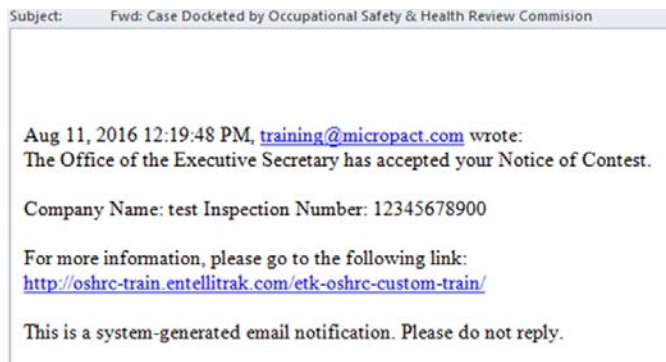
a. Search using the OSHA Inspection Number, select the pending case and press “OK.”

Select	Docket Number	Inspection Number	Case Name
<input type="radio"/>	PENDING	12345678900	Tester

b. Upload the document (browse pc and select files) then press “submit.”




- c. **Once accepted by the Office of the Executive Secretary, you will receive an email confirmation.**



- d. **You must be listed as an active contact to file documents in pending and docketed cases.**



Home | My Account | Logout



Notice of Contest Filing

Please fill out the required fields and attach the appropriate file(s) prior to clicking the "Submit" button below.

OSHA Inspection No: ❗
Company Name: ❗
Inspection Date: ❗
Inspection State: ❗
Fatality Involved: Yes No ❗
Mailing Address Line 1: ❗
Mailing Address Line 2: ❗
Mailing Address City: ❗
Mailing Address State: ❗
Mailing Address Zipcode: ❗

One of the following is required for successful submission

Notice of Contest: <input type="text" value="voshrc-fsusers\j.walter\ID"/>	<input type="button" value="Browse..."/>	<input type="button" value="Reset File"/>
Petition for Modification of Abatement (PMA): <input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Reset File"/>
Citation & Notification of Penalty: <input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Reset File"/>
Other: <input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Reset File"/>

- e. **A submission that is incomplete may be rejected, requiring you to resubmit the document. The rejection message will explain what is required.**

Your Notice of Contest filing has been rejected by the Office of the Executive Secretary for the following reason(s):

Missing Citations

Company Name: jon Doe Inspection Number: 9115

For more information, please go to the following link:
<http://oshrc-train.entellitrac.com/etk-oshrc-custom-train/>

This is a system-generated email notification. Please do not reply.

Any questions regarding use of the system should be e-mailed to MP.Support@oshrc.gov