External users can access the Appeals site through ETP's website. Users will not need to login to Cal-E-Force to submit an Appeal.

SUBMIT AN APPEAL	
1. From the ETP Website select **Managing Your Contract**	
2. Select **Appeals** from the *Managing Your Contract* Menu	
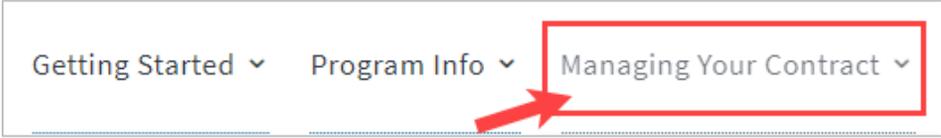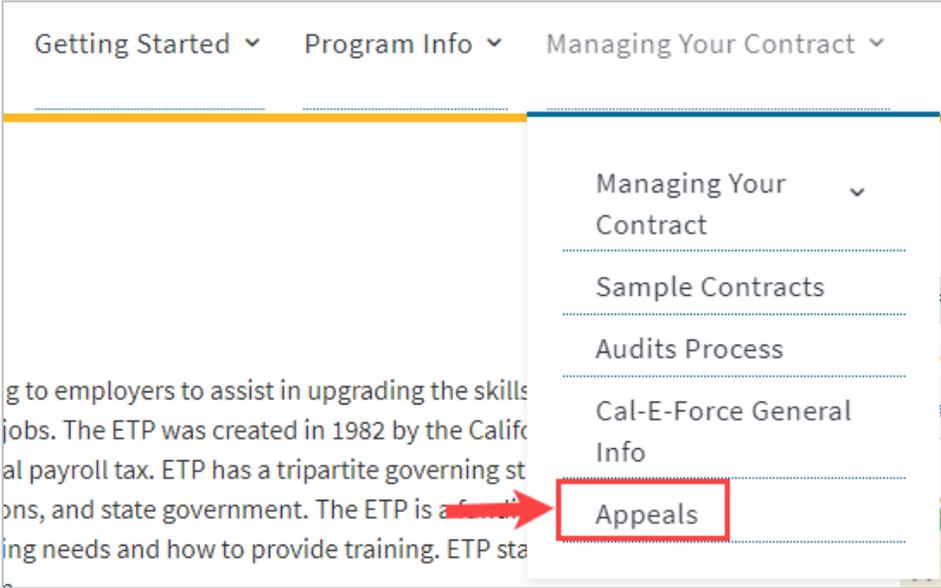
3. This will take you to the Submitting an Appeal Form

4. Fill out the Appeals form. *Note: Fields designated with a red asterisk are required*

Submitting an Appeal

* Company Name

Contract Number or Reference Number

* First Name

* Last Name

* Email
you@example.com

Phone
(999) 999-9999

* Type of Appeal
Level 1 - Appeal Final Adverse Decision

* State All Facts and Issues in Dispute

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5. Select **Next** at the bottom of the form when you have completed all required fields in the form

* State All Facts and Issues in Dispute

* Appeal Support Documentation
- No
- Yes

Next

6. If **Appeal Support Documentation** was marked **No,** proceed to Step 10

7. If **Appeal Support Documentation** was marked **Yes,** the next page will allow you to upload any supporting documentation.

8. Select **Upload Files** to Upload any documentation you wish to include with your Appeal
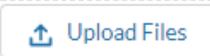
9. Select **Next** when you have completed uploading all documentation	Multiple documents can be uploaded individually. Upload Documentation ⬆ Upload Files Or drop files ➡ Next
10. You will then be taken to a confirmation page informing you that your Appeal has been submitted	Submitting an Appeal EMPLOYMENT TRAINING PANEL CA ETP Thank you for submitting your Appeal. A representative with ETP will be in contact with you.