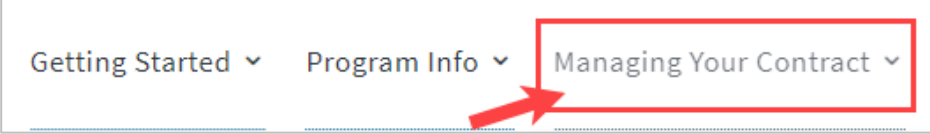
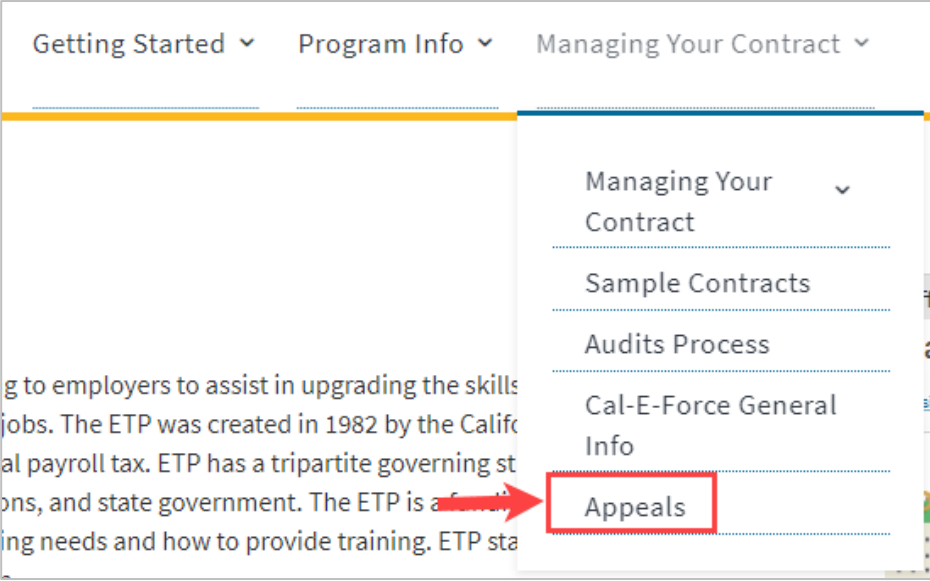



CAL-E-FORCE REFERENCE GUIDE: APPEALS

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.


<p>1. From the ETP Website select Managing Your Contract</p>	
<p>2. Select Appeals from the <i>Managing Your Contract</i> Menu</p>	
<p>3. This will take you to the <i>Submitting an Appeal</i> Form</p>	

CAL-E-FORCE REFERENCE GUIDE: APPEALS

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

* 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 ⓘ

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 <input type="radio"/> No <input checked="" type="radio"/> Yes
 <input type="button" value="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.

*** Appeal Support Documentation**

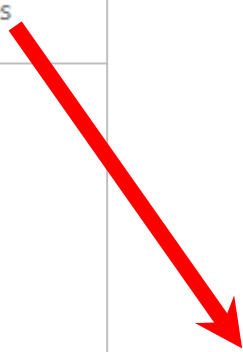
No
 Yes

Submitting an Appeal



Multiple documents can be uploaded individually.

Upload Documentation




8. Select **Upload Files** to Upload any documentation you wish to include with your Appeal

Multiple documents can be uploaded individually.

Upload Documentation

Or drop files



CAL-E-FORCE REFERENCE GUIDE: APPEALS

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



Thank you for submitting your Appeal. A representative with ETP will be in contact with you.