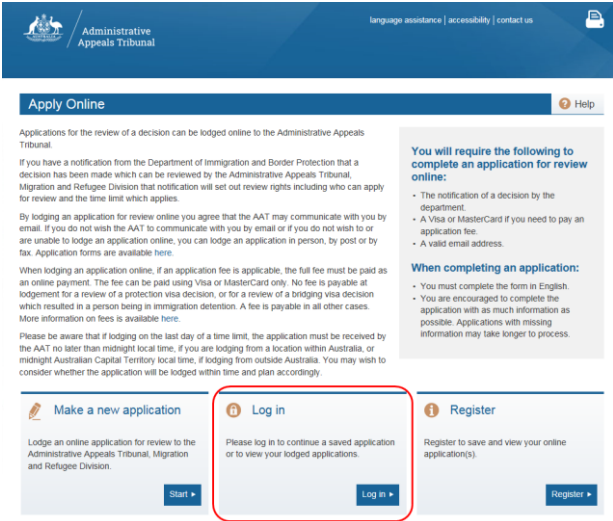
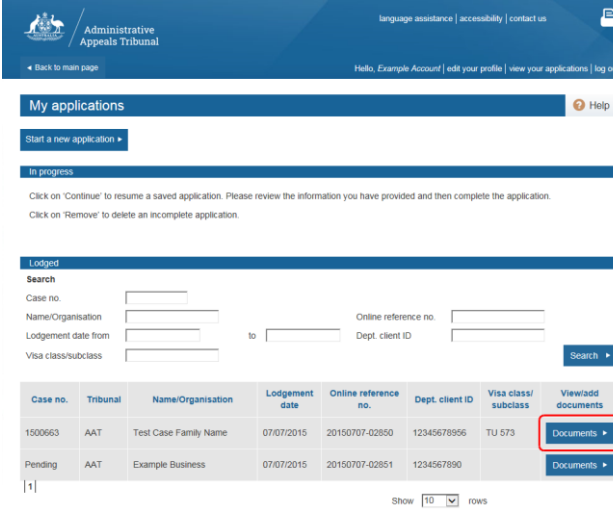


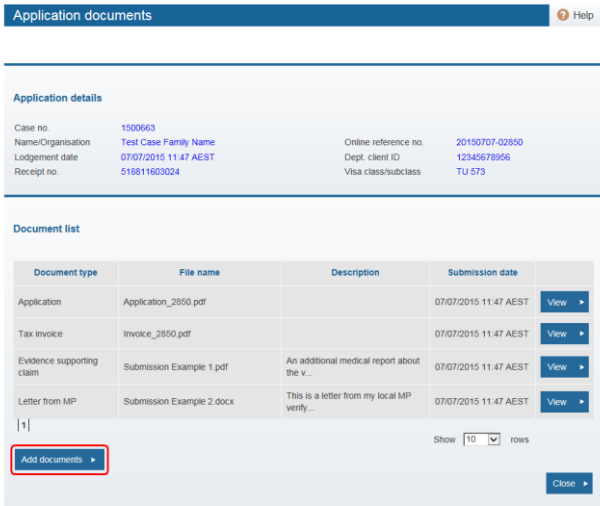
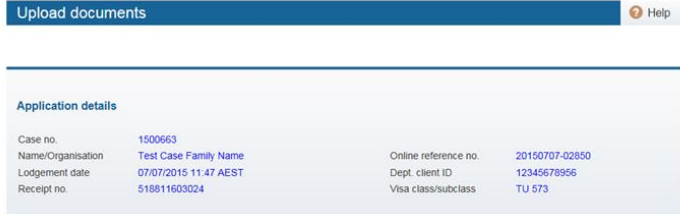
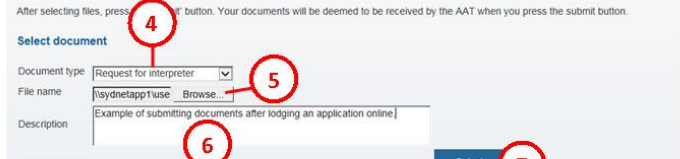

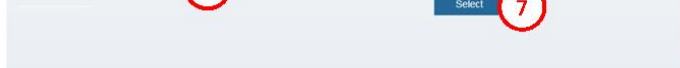
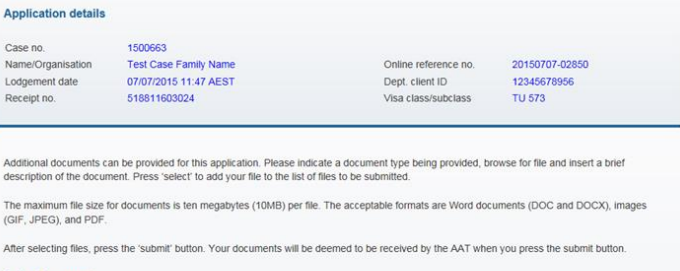
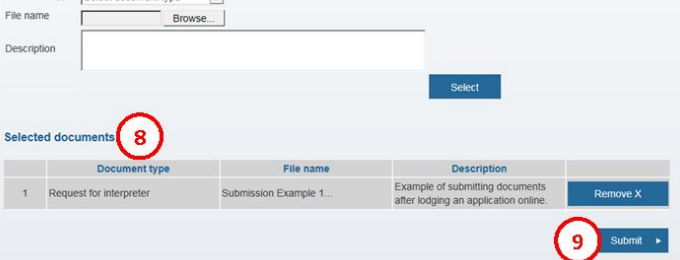


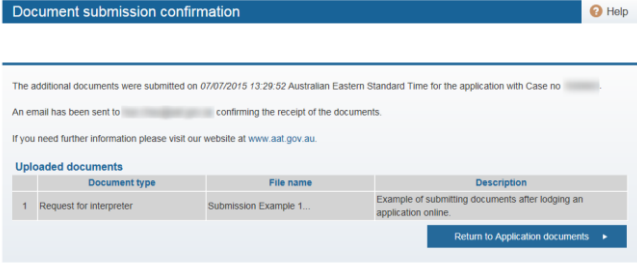
Making submissions after lodging an application

As a registered user, you have the option to provide additional submissions to your electronic case file any time after you have lodged your application. This service means that you can also view and copy documents you previously submitted to us through the portal. The following instructions will guide you through the process.

Note: This service is only available to registered users with a Migration and Refugee Division case that was lodged online. Submissions for cases lodged through other means can be made using the details on our 'Contact us' page (<http://www.aat.gov.au/contact-us>).

Steps	Instructions																									
1	Log in to your user account.	 <p>The screenshot shows the 'Apply Online' page of the Administrative Appeals Tribunal. The 'Log in' button is highlighted with a red box. The page includes instructions on how to apply online and what is required to complete an application.</p>																								
2	<p>The 'My applications' screen displays.</p> <p>Identify the application you wish to make additional submissions and click on the Documents button at the end the record line.</p>	 <p>The screenshot shows the 'My applications' screen. The 'Documents' button is highlighted in a red box. The screen displays a table of applications with columns for Case no., Tribunal, Name/Organisation, Lodgement date, Online reference no., Dept. client ID, and Visa class/subclass. The 'Documents' button is located at the end of each record line.</p> <table border="1" data-bbox="756 1933 1350 2027"> <thead> <tr> <th>Case no.</th> <th>Tribunal</th> <th>Name/Organisation</th> <th>Lodgement date</th> <th>Online reference no.</th> <th>Dept. client ID</th> <th>Visa class/subclass</th> <th>View/add documents</th> </tr> </thead> <tbody> <tr> <td>1500663</td> <td>AAT</td> <td>Test Case Family Name</td> <td>07/07/2015</td> <td>20150707-02850</td> <td>12345678956</td> <td>TU 573</td> <td>Documents</td> </tr> <tr> <td>Pending</td> <td>AAT</td> <td>Example Business</td> <td>07/07/2015</td> <td>20150707-02851</td> <td>1234567890</td> <td></td> <td>Documents</td> </tr> </tbody> </table>	Case no.	Tribunal	Name/Organisation	Lodgement date	Online reference no.	Dept. client ID	Visa class/subclass	View/add documents	1500663	AAT	Test Case Family Name	07/07/2015	20150707-02850	12345678956	TU 573	Documents	Pending	AAT	Example Business	07/07/2015	20150707-02851	1234567890		Documents
Case no.	Tribunal	Name/Organisation	Lodgement date	Online reference no.	Dept. client ID	Visa class/subclass	View/add documents																			
1500663	AAT	Test Case Family Name	07/07/2015	20150707-02850	12345678956	TU 573	Documents																			
Pending	AAT	Example Business	07/07/2015	20150707-02851	1234567890		Documents																			

<p>3</p> <p><i>The 'Application documents' screen displays.</i></p> <p>Click on the Add documents button.</p>		
<p>4</p> <p><i>The 'Upload documents' screen displays.</i></p> <p>Select the type of document you are submitting with the provided drop menu.</p>		
<p>5</p> <p>Browse for the file on your computer that you want to attach to the application.</p> <p><i>We accept the following file formats: doc, docx, gif, jpeg and pdf.</i></p>		
<p>6</p> <p>Type a brief description of the file if necessary.</p>		
<p>7</p> <p>Click on the Select button.</p>		
<p>8</p> <p><i>The selected document appears in the 'Selected documents' table.</i></p> <p>Repeat steps 4 to 7 if you have more documents to add.</p>		
<p>9</p> <p>Once ready to submit the documents attached, click on the Submit button.</p>		

<p>10</p>	<p><i>The 'Document submission confirmation' screen displays.</i></p> <p>You can now move away from this screen.</p>							
<p>11</p>	<p>A confirmation email confirming the documents you just submitted online will be sent to your email address.</p>	<p>Confirmation of submission of additional documents</p> <p>eservices</p> <p>Sent: Tue 7/07/2015 1:30 PM</p> <p>To: [Redacted]</p> <p>Primary review applicant: Mr Family Name Case number: [Redacted]</p> <p>The Administrative Appeals Tribunal has received the following document that was uploaded on 07/07/2015 at 1:29:52 PM Australian Eastern Standard Time for the case with lodgement reference number [Redacted].</p> <p>The submission reference number for the document is S [Redacted]-01.</p> <table border="1" data-bbox="746 705 1214 828"> <thead> <tr> <th>Document type</th> <th>File name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Request for interpreter</td> <td>Submission Example 1.pdf</td> <td>Example of submitting documents after lodging an application online.</td> </tr> </tbody> </table> <p>This is a system generated email. Please do not reply this email. If you wish to contact the AAT, a list of contact details is available here. If you require further information please visit our website at www.aat.gov.au</p>	Document type	File name	Description	Request for interpreter	Submission Example 1.pdf	Example of submitting documents after lodging an application online.
Document type	File name	Description						
Request for interpreter	Submission Example 1.pdf	Example of submitting documents after lodging an application online.						
<p>End of process</p>								