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.

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 ☐ 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

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.

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.
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.”

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.

   August 11, 2016 12:19:48 PM, training@micropact.com wrote:
   The Office of the Executive Secretary has accepted your Notice of Contest.
   
   Company Name: test Inspection Number: 12345678900
   For more information, please go to the following link:
   http://oshrc-train.entellitrak.com/etl-oshrc-custom-train/
   This is a system-generated email notification. Please do not reply.

   d. You must be listed as an active contact to file documents in pending and docketed cases.
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: John Doe Inspection Number: 9115

For more information, please go to the following link:
http://oshp-train.owen债务/oshp-train-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@oshre.gov