



# CUIAB **myAppeal** – How to Navigate myAppeal

California Unemployment Insurance Appeals Board (CUIAB)



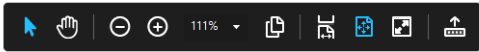
## Training Navigational Tools:



Click on HOME icon to return to section's Table of Contents.



Use mouse scroll to next/previous page.



Located at bottom of slide are viewing tools, +/- to zoom, etc.

### [Blue Text Links](#)

Blue text with underline – are potentially active hyperlinks to take you directly to sections within this training material.



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Welcome to **myAppeal**, the CUIAB's online public web portal.

## Overview of the CUIAB myAppeal Portal

- Provides secured access to current appeal information.
- Accessible using mobile devices and personal computers.
- Online services include options to download, upload, request, and submit documents.
- Receive electronic notifications via email.



\* indicates required fields

\*Email Address

\*Password

SIGN IN

REGISTER

[Forgot your password?](#)



## Home Screen

- This is the first page displayed when accessing your CUIAB **myAppeal** account.
- The left sidebar menu contains the following:

 Dashboard

 Profile

 FAQs & Feedback

 Logout




### My Cases

Below is a list of cases where you have been identified as a party. You will be able to access the case for up to 90 days after the case is closed. For any further action, please contact CUIAB Customer Support at (833) 784-2227 during normal working hours

Enter full Case Number, SSN or EDD  
Account ID

Q Enter Value To Search

Case Number	Your Affiliation	Hearing Date & Time	Case Status ⓘ	Board Appeal Filing Deadline	Writ Filing Deadline	Case Retention Date	Action Request Menu
<a href="#">10101330</a>	CLAIMANT		Open	08/25/2022			

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## Dashboard

### 1. My Cases

Will display a list of all cases that are currently in open status or that have closed within the last 90 days.

### 2. Dashboard

Provides a brief overview of each appeal case, which includes the affiliation, hearing date and time, case status, deadline for filing a Board Appeal and Writ, case retention date, and the Action Request Menu.

### 3. Search option

Provides an option to search for cases.

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**My Cases** 1

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**3**

Enter full Case Number, SSN or EDD Account ID

Q Enter Value To Search

Case Number	Your Affiliation	Hearing Date & Time	Case Status ⓘ	Board Appeal Filing Deadline	Writ Filing Deadline	Case Retention Date	Action Request Menu <span>2</span>
<a href="#">10101330</a>	CLAIMANT		Open	08/25/2022			

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## Dashboard | My Cases

To access detailed appeal case information, click on **Case Number**.



### My Cases

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## Case Number Screen

1. Case Number
2. Case Documents
3. Hearing Recordings
4. Authorized Representative Information

The screenshot shows the Case Number Screen for case number 10101330. The interface includes a sidebar with navigation icons, a main content area with a table of case details, and three highlighted sections: Case Documents, Hearing Recordings, and Authorized Representative Information.

**Case Number : 10101330** **1** [Action Request Menu](#)

Your Affiliation	Hearing Date & Time	Case Status	Board Appeal Filing Deadline	Writ Filing Deadline	Case Retention Date
CLAIMANT		Open	08/25/2022		

**CASE DOCUMENTS** **2** [Upload Documents](#)

Document Title	Exhibit Name	Created Date	Download
10101330 - Document -8_23_2022-161413	pg 3	09/21/2022	<a href="#">Download</a>
Reopened Notice - 121 - LOS ANGELES ADJUDICATION CTR - Case No. 10101330.pdf		08/24/2022	<a href="#">Download</a>
NonAppearance - Alma C Pascasio - Case No. 10101330.pdf		07/26/2022	<a href="#">Download</a>
NonAppearance - 121 - LOS ANGELES ADJUDICATION CTR - Case No. 10101330.pdf		07/26/2022	<a href="#">Download</a>
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FO Acknowledgement - Alma C Pascasio - Case No. 10101330.pdf		05/24/2022	<a href="#">Download</a>
10101330 - EDD Transmittal -5_24_2022-122529.pdf	2	05/24/2022	<a href="#">Download</a>

**HEARING RECORDINGS** **3** [Retrieve Recording Files](#)

If you encounter any technical issues with audio playback, please contact CUIAB at (833) 784-2227

Please click 'Retrieve Recording Files' button to view all hearing recordings.

**Authorized Representative Information** **4** [Add Authorized Representative](#)

No Authorized Representative has been added yet





## Case Number

### Details included under Case Number are:

- Affiliation – Claimant, Employer, or Employer Tax Petitioner
- Hearing Date & Time
- Case Status
- Board Appeal Filing Deadline
- Case Retention Date

### Action Request Menu

- Provides users options to update or make various changes to their appeal.

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Case Number : 10101330 [Action Request Menu](#)

Your Affiliation	Hearing Date & Time	Case Status	Board Appeal Filing Deadline	Writ Filing Deadline	Case Retention Date
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**Authorized Representative Information** [Add Authorized Representative](#)

No Authorized Representative has been added yet



## Action Request Menu

Depending on the **status** of each appeal case, **myAppeal** registered account holders will have access to specific **Action Request** options, as follows:

### Action Request For Hearing

- **Reopen** an appeal case, after closure
- Request an **Interpreter**
- **Withdraw** an appeal
- Request a Phone Hearing
- Postponement of an appeal
- Other

### General Action Request

- Request a Phone or In-Person Hearing
- Copy of Documents
- Add a Representative
- Add Agency Representative
- Other

### Subpoena

- Witness(es)/Document Notice to
- Subpoena/Duces

### File Board Appeal

- To appeal the decision issued by the CUIAB Administrative Law Judge

### Profile Update

- Request to make changes to user profile
- Language preference

### Tax Petition

- File Tax Petition



## Case Documents

Within the **CASE DOCUMENTS** box, **myAppeal** registered account holders will be able to:

### Upload

- Documents, files, pictures, and audio

### Download

- Appeal Case Documents

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Case Number : 10101330 Action Request Menu

Your Affiliation	Hearing Date & Time	Case Status	Board Appeal Filing Deadline	Writ Filing Deadline	Case Retention Date
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**Authorized Representative Information** Add Authorized Representative

No Authorized Representative has been added yet



# Hearing Recordings

Listen to the recorded appeal hearing by clicking on:

**Retrieve Recording Files**

The hearing recording will be made available once a hearing has concluded.

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Case Number : 10101330 **Action Request Menu**

Your Affiliation	Hearing Date & Time	Case Status	Board Appeal Filing Deadline	Writ Filing Deadline	Case Retention Date
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**Authorized Representative Information** **Add Authorized Representative**

No Authorized Representative has been added yet




## Authorized Representative Information

To add a **Representative** or **Agency Representative**, click on:


[Add Authorized Representative](#)

The following information for the Authorized Representative will be necessary:

- Name
- E-mail
- Phone number
- Address



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**Case Number : 10101330** [Action Request Menu](#)

Your Affiliation	Hearing Date & Time	Case Status	Board Appeal Filing Deadline	Writ Filing Deadline	Case Retention Date
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## Profile Details


Shows  
the **myAppeal** Registered  
Account Holder's:





- First and Last names
- Address
- Language Preference
- Email
- Phone Number(s) & Communication Preference

**myAppeal** account holders can update **Phone Number(s) & Communication Preference** by clicking on **Update Informations.**



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### Profile Details

To change your First Name, Last Name, Language Preference or address please submit a change request from Dashboard Action Request Menu. All other information you can update by clicking Update Information.


---

<b>First Name</b>	<b>Last Name</b>	<b>Language Preference</b>	<b>Email</b>
Alma	Pascasio	Spanish	superocmmail@yopmail.com
<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
3473 W Shields Ave Spc 104	Fresno	California	93722-7237

[Go To Dashboard](#)

---

<b>Phone</b>	<b>Mobile Phone</b>	<b>Communication Preference</b>
777-777-7777		E-mail


[Update Informations](#)

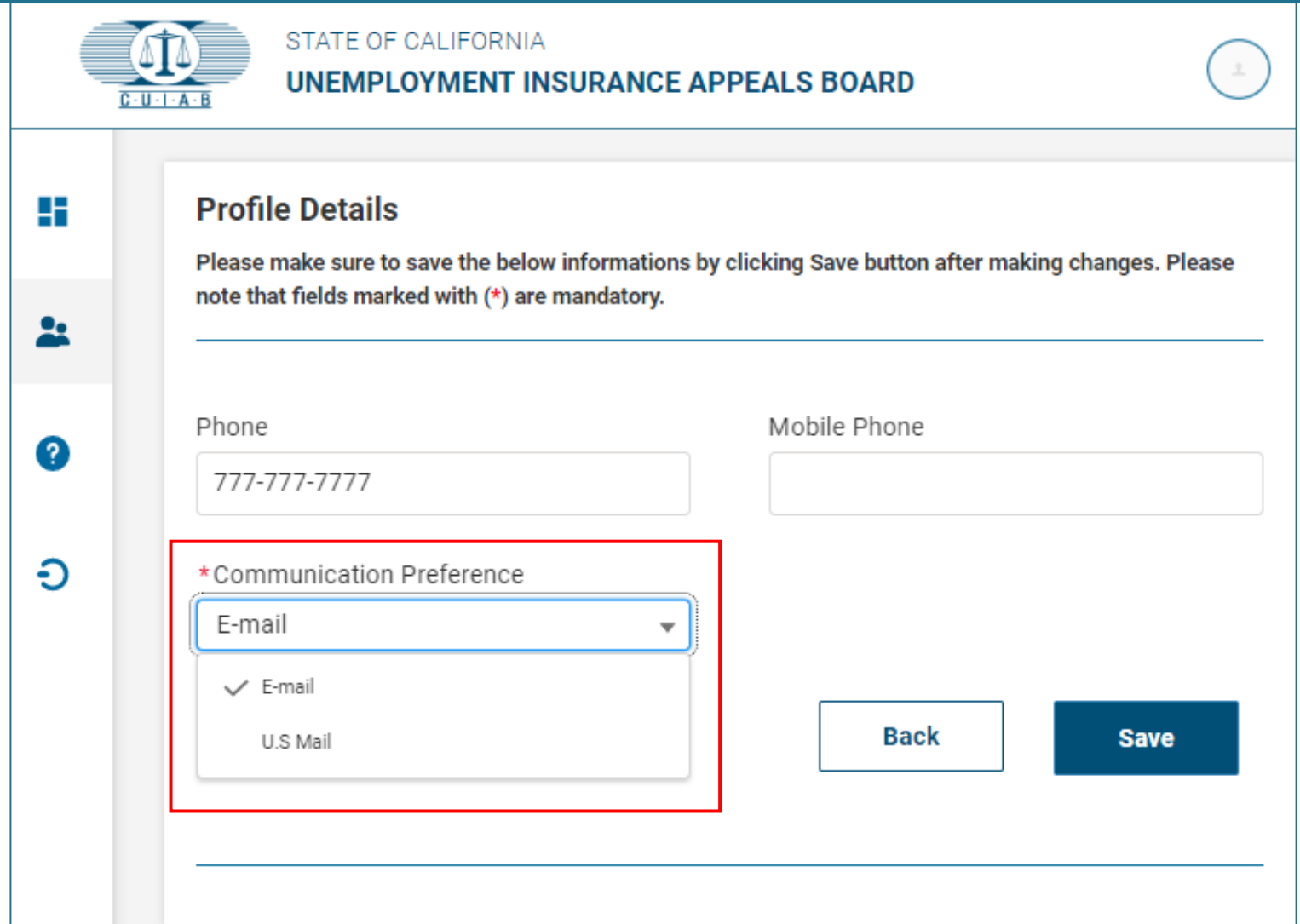


## Profile Details

### Phone Number & Communication Preference

#### Communication Preference

- Allows user to select their preferred method to receive communication from CUIAB. The account holders will need to choose between:
  - **E-mail**
  - Or
  - **U.S Mail**
  - Click on **Save**
- For other changes, submit a request using the **Action Request Menu**.



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### Profile Details

Please make sure to save the below informations by clicking Save button after making changes. Please note that fields marked with (\*) are mandatory.

Phone: 777-777-7777

Mobile Phone:

\* Communication Preference

E-mail (selected)

U.S Mail

Back Save



## ? FAQs

Provides a list of Frequently Asked Questions that **myAppeal** users can refer to.

Click on  to go directly to FAQs.

While you are there, provide feedback regarding your **myAppeal** user portal experience.







## Logout

Logout of **myAppeal** anytime by clicking on the Logout icon.

