

HOW TO FILE E-FILE AN APPEARANCE WITHOUT A DOCUMENT

SEIU LOCAL 199 and CLINTON COMMUNITY SCHOOL DISTRICT	100004	eFile	Prohibited Practice Complaint		Service List	JACOBSON
BOARD OF REGENTS - STATE OF IOWA and UE LOCAL 896-COQS	100003	eFile	Negotiability Dispute	Board Directly	Service List	Aimee Clayton
OTTUMWA EDUCATION ASSOCIATION and OTTUMWA COMMUNITY SCHOOL DISTRICT	100002	eFile	Prohibited Practice Complaint		Service List	HAMPOND
COLO-NESCO EDUCATION ASSOCIATION	100001	eFile	Prohibited Practice Complaint	Jan V. Berry	Service List	HAMPOND
COLO-NESCO EDUCATION ASSOCIATION	100000	eFile	Amendment of Unit	Jan V. Berry	Service List	HOCKMAN
ASSOCIATION OF YELLOW MINIONS and GRU	000087	eFile	Prohibited Practice Complaint	Janelle L. Nebuhr	Service List	NIEBUHR
NULL	000086	eFile	Amendment of Certification		Service List	Susan M Bolte
SAMPLE and SAMPLE	000085	eFile	Prohibited Practice Complaint		Service List	Susan M Bolte
https://perb.iowa.gov/eFiling/	000084	eFile	Amendment of Certification		Service List	Nancy Test

1) Log in to your eFlex account. Locate your case and click e-file.

The screenshot shows the PERB eFiling Portal interface. At the top, there is a navigation bar with 'perb Iowa Public Employment Relations Board' and 'eFiling Portal'. Below the navigation bar, there are tabs for 'Home', 'eFile', 'Cases', 'My Profile', 'Admin', and 'Log Out'. The user is logged in as 'PERB ADMIN'. The main content area displays the case details: 'Case Number : 000087' and 'Case Title : ASSOCIATION OF YELLOW MINIONS and GRU'. Below this, there is a form for adding a document. The 'Document Type' field is set to 'Please Select Document Type From List Below' and is circled in red. The 'Additional Text' field is empty. There is a 'Confidential' checkbox and a 'Browse...' button for the document location. At the bottom of the form, there are 'Back', 'Move to Draft', and 'Next' buttons.

2) Click the down arrow to view available document types.

The screenshot shows the PERB eFiling Portal interface. At the top, there is a navigation bar with 'perb Iowa Public Employment Relations Board' and 'eFiling Portal'. Below the navigation bar, there are tabs for 'Home', 'eFile', 'Cases', 'My Profile', 'Admin', and 'Log Out'. The user is logged in as 'PERB ADMIN'. The main content area displays the case details: 'Case Number : 000087' and 'Case Title : ASSOCIATION OF YELLOW MINIONS and GRU'. Below this, there is a form for adding a document. The 'Document Type' dropdown menu is open, showing a list of document types. The option 'Notice of Appearance (without a document)' is circled in red. The 'Additional Text' field is empty. There is a 'Confidential' checkbox and a 'Browse...' button for the document location. At the bottom of the form, there are 'Back', 'Move to Draft', and 'Next' buttons.

3) Select "Notice of Appearance (without a document)."

perb Iowa Public Employment Relations Board eFiling Portal

Home efile Cases My Profile Admin Log Out user: PERB ADMIN

Home Search My Cases Add a Document

Case Number : 000087 Case Title : ASSOCIATION OF YELLOW MINIONS and GRU

Document Type * Notice of Appearance (without a document)

Additional Text

Confidential

Acceptable File Format Type(s) (*.pdf)

Document Location

Add to Submission **Add**

Document Name	View Document	Edit Data	Size	Pg Count	Remove
<p>Back Move to Dir Next</p>					

4) Once the document type is selected, click “ADD” and then “NEXT.”

perb Iowa Public Employment Relations Board eFiling Portal

Home efile Cases My Profile Admin Log Out user: PERB ADMIN

Home Search My Cases Add a Document Notice Of Appearance

Prohibited Practice Complaint

000087 Case Title : ASSOCIATION OF YELLOW MINIONS and GRU

Delete	Last Name	Bar Number	Bar State	Type
<input checked="" type="checkbox"/>	SARAFIDA	AL36	IA	Representative

Add

For	Participant Name	Current Role	Representative(s) for Party
<input type="checkbox"/>	ASSOCIATION OF YELLOW MINIONS	Filing Party	Test Test NIEBUHR
<input checked="" type="checkbox"/>	GRU, FELONOUS	Responding Party	BOLTE

Back **Next**

5) Your information should populate at the top of this page. Select the party you are appearing for by checking the box next to the appropriate party. Then click next.

perb Iowa Public Employment Relations Board eFiling Portal

Home efile Cases My Profile Admin Log Out user: PERB ADMIN

Home Search My Cases Add a Document

Case Number : 000087 Case Title : ASSOCIATION OF YELLOW MINIONS and GRU

Document Type * -- Please Select Document Type From List Below --

Additional Text

Confidential

Acceptable File Format Type(s) (*.pdf)

Document Location

Add to Submission **Add**

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Notice of Appearance (without a document)			0.0 MB		
Total Size: 0.0 MB					

Back Move to Dir **Next**

6) You will be taken back to this screen in case you need to file additional documents. If you are just filing a notice of appearance, simply click “NEXT.”

perb Iowa Public Employment Relations Board eFiling Portal

Home efile Cases My Profile Admin Log Out User: PERB ADMIN

Home » Search My Cases » Add a Document » Review and Approve Filing

Review and Approve Filing

000087 Case Title : ASSOCIATION OF YELLOW MINIONS and GRU

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document
Notice of Appearance (without a document)	

Special Filing Instructions for PERB:

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

7) Click “submit the filing” to complete your filing.