

## FREQUENTLY ASKED QUESTIONS

### NEW WEBSITE and E-FILING SYSTEM

#### **New Website**

##### **What is the URL for the new EHB website?**

[www.ehb.pa.gov](http://www.ehb.pa.gov)

##### **When will the new website be functional?**

The new website becomes fully functional with access to the new e-filing system on Monday, July 1, 2024. There will be a redirect in place for 3 months to send visitors from the old website to the new one. All visitors are encouraged to save the new URL [www.ehb.pa.gov](http://www.ehb.pa.gov) to Favorites or Bookmark it in the browser.

##### **What content will be available on the new website?**

In developing the website, the Board wanted to keep it simple. You will continue to have access to all Board resources from the old website presented in a cleaner, more modern format. The new e-filing and docketing system will be clearly accessible on the new website.

#### **Transition to New E-filing System**

##### **What is the URL for the new e-filing system?**

The new e-filing system can be accessed directly at [www.efiling.ehb.pa.gov](http://www.efiling.ehb.pa.gov) or through our website at [www.ehb.pa.gov](http://www.ehb.pa.gov).

##### **When will the new system be operational?**

The new system will be operational at 8 AM on Monday, July 1, 2024.

##### **When will the existing e-filing system stop operating?**

The existing system will stop operating at 1 PM on Friday, June 28, 2024.

##### **Will e-filing be available during the transition between systems?**

E-filing will not be available to users between 1 PM June 28, 2024 and 8 AM July 1, 2024. All users are encouraged to complete any filings before 1 PM on June 28.

##### **What if I need to file something after 1 PM on Friday, June 28?**

Any filings that need to be made during the shut down should be emailed to Rich Finley at [rifinley@pa.gov](mailto:rifinley@pa.gov). These filings will be considered received by the Board as of the time of the email but will not be uploaded into the new system until Monday, July 1, 2024. All users are encouraged to complete any filings before 1 PM on June 28.

##### **Will my user account in the existing system transfer to the new system?**

Existing user accounts will transfer to the new system. An email was sent to all current users with instructions on accessing your account and setting a new password. If the email is not in your inbox, please check your spam folder. If you did not receive an email, you can register for use of the new e-filing system on Monday, July 1, 2024. The new system can be accessed through our website at

[www.ehb.pa.gov](http://www.ehb.pa.gov) or directly by going to [www.efiling.ehb.com](http://www.efiling.ehb.com). Instructions for registration are available [here](#).

**If I am registered with FileandServe in another court or jurisdiction, do I need to create a separate registration for filings with the EHB?**

Yes. This e-filing system is for EHB filings only; no other courts or jurisdictions are connected in any way.

**When can I register for an account on the new system?**

An email was sent to all current users with instructions on accessing your account and setting a new password. If the email is not in your inbox, please check your spam folder. If you did not receive an email, you can register for use of the new e-filing system on Monday, July 1, 2024. The new system can be accessed through our website at [www.ehb.pa.gov](http://www.ehb.pa.gov) or directly by going to [www.efiling.ehb.com](http://www.efiling.ehb.com). Instructions for registration are available [here](#).

**Can I use the same username and password I had on the old system?**

Attorney ID numbers will no longer be used as usernames. In the new system, your username will be the primary email address you use at registration. After registration, you will receive an email from [RA-HB-EHB.NO-REPLY@pa.gov](mailto:RA-HB-EHB.NO-REPLY@pa.gov) with a temporary password prompting you to log in to your new account to set a password of your choice. Please make a note of your email and password to facilitate log-in on or after July 1.

**Can non-attorney users (pro se) register for e-filing?**

Yes, non-attorney users (pro se) can register for e-filing. In addition, non-attorney (pro se) users can now file a Notice of Appeal electronically. Registration instructions and instructions on filing a Notice of Appeal can be found [here](#).

**How do I register for an account on the new system?**

Instructions for how to register are available [here](#).

**Can I enter more than one email when I register so that my secretary and/or paralegal will receive notifications of my filings?**

Yes. Your email should be the primary email for the account since it will be used as your username. However, other secondary emails can be entered during registration so that others receive notifications of your filings.

**What if I encounter problems while registering on the new system?**

For any issues with registration on the new system, please contact the Board's Electronic Filing and Docketing Manager, Rich Finley, at 717-787-3483 or [rifinley@pa.gov](mailto:rifinley@pa.gov), or the Board Secretary, Christine Walker at 717-783-4741 or [christiw@pa.gov](mailto:christiw@pa.gov).

**E-filing on the New System**

**How do I e-file on the new system?**

Instructions for e-filing can be found [here](#).

**What file formats does the e-filing system accept?**

All documents filed electronically must be in Microsoft Word, PDF, or JPEG format.

**Is there a size limit for documents that are filed?**

Each document filed must be under 100MB.

**Can I file documents under seal?**

Yes. A motion for a protective order must be filed with the Board. If the Board grants the motion, the material may be electronically filed under seal and will be restricted from public viewing.

**What if I file something after business hours?**

The Board will accept all proper filings for docketing and service within 24 business hours of filing. The filing will be accepted as of the filing date. Any filing completed before midnight Eastern Standard Time will be considered to be filed on that date. If electronic filing or service does not occur or is made untimely because of a technical issue, an affected party may seek appropriate relief from the Board.

**How do I know if I have successfully filed my document and it has been served on the other parties?**

After submitting your filing, you will see a confirmation screen letting you know that your filing was successfully submitted. You will also receive an email at the email address for your eFiling account confirming that the filing has been received by the Board and is pending review. You will receive another email once the filing has been approved by the Board and it is posted to the docket and served on the other parties in the case. If there is a problem with your filing, the Board will contact you.

**For further assistance, please contact the Board's Electronic Filing and Docketing Manager, Rich Finley, at 717-787-3483 or [rifinley@pa.gov](mailto:rifinley@pa.gov), or the Board Secretary, Christine Walker at 717-783-4741 or [christiw@pa.gov](mailto:christiw@pa.gov).**