## Submitting a PSOB Appeal Application

 To initiate your Appeal Request, choose the "Start an Application" (A) link on your MyPSOB Homepage (Figure 1).

Start an Application Messages	Welcome to <b>MyPSOB</b> - your dashboard for managing all PSOB application and claim resources.
Update Profile	MyPSOB can be used to check the status of applications and claims, upload supporting documents, communicate with PSOB staff, adjust account profile settings, or submit questions regarding any aspect of the PSOB Program.
MyPSOB	
Start an Application	Start on Application
Messages	Start an Application To begin a new Death Benefits Application, Disability Benefits Application, Education
Update Profile	Assistance Benefits Prescreen, or to submit an Appeal Request, choose from the options below.
	If you have questions about which application you should be completing or wish to speak to a Customer Resource Center Representative, call 1-888-744-6513 between 8:00 a.m 4:30 p.m. Eastern Standard Time, or send a message to the PSOB Customer Resource Center using Messages in MyPSOB.
	Apply for Death Benefits
	Apply for Disability Benefits Apply for Education Assistance Benefits
	Submit an Appeal Request

Figure 1

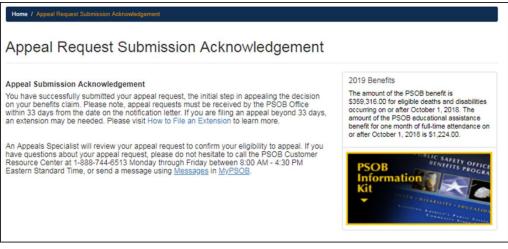
2. From the "Start an Application" page (Figure 1), choose "Submit an Appeal Request" (B) to view the Appeal instruction page (Figure 2).

3. After reading the instructions for an appeal request, choose the "Appeal Request" icon to begin your Appeal Request. (Figure 2).

BIA PUBLIC SAFETY OFFICERS' BENEFITS PROGRAM Death + DISABILITY + EDUCATION	
About the Program Benefits - BME Review Court Reporters Law & Regulations Resources	PSOB Data      Contact Us
Home / Applying for Benefits / How to Submit an Appeal Request	
How to Submit an Appeal Request	
Instructions for Appeal Request: To begin a new Appeal Request, click the Appeal Request icon below. For information on submitting an Appeal Request, you can review a general guide on submitting an Appeal Request.	2019 Benefits The amount of the PSOB benefit is 5359,316.00 for eligible ceaths and disabilities occurring on or after Cottoer 1, 2018. The amount of the PSOB educational assistance benefit for one month of full-amount assistance or after October 1, 2018 is \$1,224.00.
Appeal Request  Privacy Act Notice	PSOB Information
Authority: 34 U.S.C. subtit. I, ch. 101, subch. XI, 42 U.S.C. 3796, and 44 U.S.C. 3103	
Purpose: The information you submit in your claim is for official use by the U.S. Department of Justice for the purpose of determining your eligibility for, and the amount of, the benefit you may receive under your claim to the Public Safety Officers' Benefits Program and for the purpose of managing this Program.	

Figure 2

- 4. After completing your Appeal Request you will receive a Submission Acknowledgement (Figure
  - **3**), along with an email certifying receipt of your Appeal Request.



## Figure 3

To view the review status of your submitted Appeal (1), or to continue an unsubmitted request (2), visit the Appeal Requests page in MyPSOB (Figure 4).

Start an Application Messages	Appeal Requests								
Appeal Requests		on next to the corre					ie an		
Submit Additional Documentation		532 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -				2			
Update Profile	Customer Re p.m. Eastern	uestions about which source Center Rep Standard Time, or s ges in MyPSOB.	resentative, call	1-888-744-65	13 between	8:00 a.m 4	:30		
	Unsubmitte	d Appeal Reque	sts						
	onouonnee	arppearteque	313						
	PSOB Claim Number +	Applicant's First Name	Applicant's Last Name	Officer's Firs Name	t Officer' Name		eated On		
	PSOB Claim	Applicant's First	Applicant's Last				eated On	•	
	PSOB Claim	Applicant's First	Applicant's Last				eated On	Contin	ue Appeal Re
	PSOB Claim Number ↓	Applicant's First	Applicant's Last Name				rated On	Contin	ue Appeal Ri
	PSOB Claim Number + Submitted A	Applicant's First Name	Applicant's Last Name				eated On Date Appeal Submitted ♦	Contin	ue Appeal Re

Figure 4

## **Uploading Appeal Documents**

- 1. To upload a document to your submitted Appeal Request, navigate to the "Appeal Requests" section in MyPSOB.
- 2. From the Submitted Appeal Requests grid (1), select "View/Add Documents" (Figure 5).

MyPSOB								
Start an Application	Appeal F	Requests						
Appeal Requests		tton next to the corre					ue an	
Submit Additional Documentation								
Update Profile	Customer R p.m. Eastern	questions about whi esource Center Rep n Standard Time, or ages in MyPSOB.	presentative, call	1-888-744-65	513 between	8:00 a.m 4	4:30	
	Unsubmitte	ed Appeal Reque	ests					
	PSOB Claim Number 4	Applicant's First Name	Applicant's Last Name	Officer's Fire Name	st Officer Name		eated On	N <sup>a</sup>
	Submitted	Appeal Request	s					
	Type of Appeal	Current PSOB CL Status Number	aim Applicant's First Name	Applicant's Last Name	Officer's First Name	Officer's Last Name	Date Appeal Submitted 4	
		Application Review	John	Doe	Jane	Doe		Vew/Add Documents

Figure 5

3. After choosing "View/Add Documents" you will be taken to the "Documents Summary" page for your Appeal Application (Figure 6). Choose "Add Documentation" (1) and follow the prompts to upload your document.

MyPSOB	
Start an Application Messages	Documents Summary
Appeal Requests Submit Additional Documentation Update Profile	Below is a list of documents provided as part of your benefits submission. Click the button next to the corresponding document to check the review status of a document you provided, or to upload additional documents.
	Upload Document Date Missing Upload Preview Document Classification Type Association Requested I Status Instructions Justification Justification
	Add Required Document Association  Document Type *  Other Documentation  Add document clarifying notes if necessary.  Missing Document Justification  Attach file - once the file is attached you will not be able to remove it.  Choose File No file chosen

Figure 6