# E-File Process Map: For Approval Authorities

For appeals received by paper or email

**New Case** Tab
OR
**Approval Authority Cases** Tab
Select "New Cases"

For appeals received by e-file
**Approval Authority Dashboard** Tab
- Appeals Pending Review
- Appeals Reviewed

**Case Type**
(Act and Section)

**Related Appeals**
(if applicable)

**Subject Property Location**

**Contact Information**
- Appellant
- Appellant's Representative
- Approval Authority
- Representative

**Case Details**
Case Specific Information

**Documents**
Checklist and Upload Documents

**Summary & Submit**
(Review inputted data and Submit to Tribunal)

**Create Related Cases**
(if applicable)
Copy data and documents from a previously submitted case to create a related case (e.g., copy data from a zoning by-law case and create an official plan case)

**Submission Successful**
You will receive a case confirmation email with attached PDF of the completed form you submitted.

Visit your **Approval Authority Cases** Tab at any time
Includes options for:
- New Cases
- In Progress Cases
- Submitted Cases