

Online Resolution Meeting Data Form Submission Instructions

1. Enter the login as shown in the email from ODR. The password is case sensitive. The file number must be entered in the proper format, with a hyphen between the years. *Example: 11111-18-19.*
2. Once the file number and password are confirmed, the user will be taken to the form to enter the resolution meeting data.
3. The form is designed to restrict combinations that are inconsistent. Example: A resolution meeting date is given, but the user selected "*meeting not held*".
4. While in the form, the prompts should be used to move through the pages. The back button in the browser should not be used.
5. The user will be given the option to save, review, or submit the form. Please note that choosing "save" allows you to return to the form at a later time and does not submit the form to ODR.
6. Once the form is complete, the user will select the "submit" button on the final page to transmit the information to ODR.
7. A copy of the form will be emailed to all parties and the hearing officer.
8. Once the form is submitted, changes can only be made by contacting the ODR resolution meeting representative.