

Uploading Documents

1. Welcome to the Mediation Tribunal Association Online Case Evaluation training.
2. This tutorial will cover the process of “Uploading the Documents” (orders, summaries, etc..).
3. To proceed with this tutorial, you must have already registered for an account with the MTA application. If you have not registered yet, please view our initial tutorial on “how to register and log in” to the application.
4. To begin, log in to the site www.mediationtribunal.org.
5. Once the site loads, please find the **MTA LOG IN** icon and login with your account details that will direct you to the Check-In Screen (which is only available when you are at MTA).
6. Once logged in, a timer starts counting down the duration on inactivity. For your security, the system automatically logs you off upon 20 minutes of inactivity. When clicked on something, the clock refreshes itself.
7. If you are an Attorney and not an Evaluator, you will have only one option on the left navigation bar, with a disc icon.
8. If you are an Attorney and also an Evaluator, you will have two options.
 - a. You can either view your cases as an attorney (disc icon)
 - b. Or else, your cases as an evaluator (headphones icon)
9. When clicked, it opens up to either “My Cases as Attorney” and/or “My cases as Evaluator” with a clickable “My cases” right below, please click to view your cases.
10. You will then be redirected to either to an “ATTORNEY VIEW” (If “My Cases as Attorney” is clicked) or Evaluator View (If “My Cases as Evaluator” is clicked), where you can view all of your cases ordered by current date.
11. You can choose the Date filter or Case Number filter to choose the case of your selection.

12. Once you have the case that needs the orders or summaries or any documents that need to be uploaded, click the “Documents” under “Actions”, which will redirect you to Documents screen.
13. Please double check the case that you want to work with and when you are ready to upload the documents from your computer, click the “+ ADD DOCUMENT” button which will take you to the “ADD DOCUMENT” screen.
14. Here you can upload all the required documents by choosing “Document Type” and “Documents to Submit”, Once the file has been chosen and the type has been set, please click “Save”.
15. You will then get a message that reads,
“uploading summary document may result in the following fee
→ A convenience fee of 10\$
→ If uploading beyond <two weeks from the day of evaluation>, 150\$ charge would automatically be added
Click ok to acknowledge this and continue”
Click “ok” if you agree with the terms and conditions and you will then be allowed to upload.
16. As soon as the document gets uploaded, you will be redirected to the “Documents” screen with the details of the upload such as Name of the Document, Type of the Document, Document uploaded on and, the name of the Attorney who uploaded the document.
17. If you wish to download any documents at any given time, please click “download”, which will download the document to your personal system.
18. If you wish to edit your information or log off at any moment of time, click on the banner where it says “Hello <your first name> <last name>” located on the top right corner, to drop down two options,
 - a. My profile -> where you can edit your current profile information.
 - b. Logout -> to logout of the system.

Thank you.



Mediation Tribunal Association