**Electronic Case File (ECF)**

**Log In:**

* Select the ECF hyperlink on the Gateway Page
* Enter log in information
	+ **User ID:** XRO---
	+ **Password:** HOD password

**Search Options:**

* **Case Search-** Search documents using the case number. Documents found under this option are specific to the case not necessarily to each individual on the case. You may narrow your search for a specific document by using the document code along with the case number.
* **Individual Search-** Search documents using the PIN or SSN of an individual. Documents found under this option are specific to the individual regardless of the case they were received for. You may narrow your search for a specific document by using the document code along with the PIN/SSN number.
* **Access Tracking Number-** Search for ACCESS applications, renewals, SMRF or changes using the ACCESS tracking number. This will only show the ACCESS document.

**Viewing a document:**

* Highlight the document you wish to view.
* Right click on the highlighted document and select OPEN.
* The document will open in a separate window.
* Once the document is open you will have access to the following tools:

 

**Resources:**

* Process Help 45
* OPS Memo 16-26