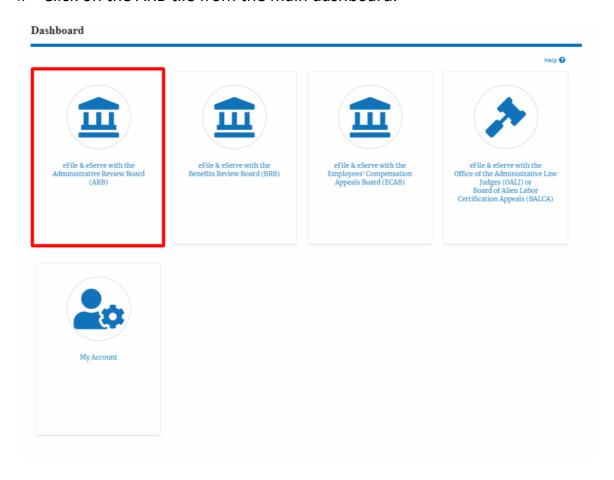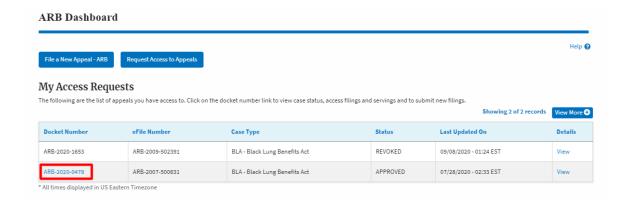## HOW TO DELEGATE ACCESS TO AN APPEAL IN ARB?

1. Click on the ARB tile from the main dashboard.

2. Click on the approved <Docket Number> link. The user is navigated to the appeal details page.
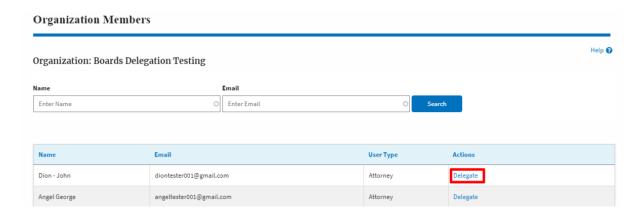
3. Click on the 'Delegate Access' button. The user is navigated to the 'Organization Members' page.

Appeal Details

Summary

Help ?

eFile Case Number	EFS-ARB-2007-200214
Docket Number	ARB-2020-0478
Board	ARB
Case Type	BLA
Claimant Name	
Appeal Date	07/24/2020
Decision Date	12/31/1969
proSe	FALSE

[Submit a New Filing] [Remove From My Dashboard] [Delegate Access]

4. From the Organization members table displayed, click on the Delegate link under 'Actions' table header against the user to be delegated.

Organization Members

Help ?

Organization: Boards Delegation Testing

Name
[Enter Name]

Email
[Enter Email]

[Search]

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	Delegate
Angel George	angeltester001@gmail.com	Attorney	Delegate

5. Delegate user confirmation will be displayed. Also, the "Delegate" link against delegated member changes to "Remove Delegation".

Organization Members

✓ • Dion John has been delegated to this appeal.
• An email notification has been sent to Dion John at diontester001@gmail.com.

Help ❓

Organization: Boards Delegation Testing

Name
Enter Name

Email
Enter Email

Search

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	Remove Delegation
Angel George	angeltester001@gmail.com	Attorney	Delegate

6. In the Appeal details page, the delegated member will be displayed in the Delegated User table.

Delegated Users

Showing 2 of 2 records View More ⊕

Name	Address	Delegated By	Organization
Dion John	200 Constitution Avenue, NW, Washington, United States, California, 20211-1111	Emma Sunny	Boards Delegation Testing, 200 Constitution Avenue, NW
Bosco Tester	200 Constitution Avenue, NW, Washington, United States, District of Columbia, 20210	Emma Sunny	Boards Delegation Testing, 200 Constitution Avenue, NW