



eFile and eServe

HOW TO DELEGATE ACCESS TO AN APPEAL IN ECAB?

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

Dashboard

Help

The dashboard contains four tiles for eFile & eServe with different boards: Administrative Review Board (ARB), Benefits Review Board (BRB), Employees' Compensation Appeals Board (ECAB), and Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA). A fifth tile for 'My Account' is located below the first row. The ECAB tile is highlighted with a red border.

2. Click on the approved <Docket Number> link. The user is navigated to the appeal details page.

ECAB Dashboard

File a New Appeal - ECAB Request Access to Appeals Help

My Access Requests

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings. Showing 2 of 2 records View More

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
ECAB-2012-0128	ECAB-2009-510208	FECA	APPROVED	09/14/2020 - 07:58 EST	View
ECAB-2020-2494	ECAB-2009-902802	FECA	SUBMITTED	09/10/2020 - 03:04 EST	View

* All times displayed in US Eastern Timezone

3. Click on the 'Delegate Access' button. The user is navigated to the 'Organization Members' page.

Appeal Details

Summary

eFile Case Number	EFS-ECAB-1110-050001
Docket Number	ECAB-2012-0128
Board	ECAB
Case Type	FECA
Claimant Name	Mr. FNAME88458 MNAME87533 JONES
Appeal Date	10/30/2011
Decision Date	08/23/2011
prose	FALSE

Submit a New Filing

Remove From My Dashboard

Delegate Access



eFile and eServe

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

Organization Members

Organization: Boards Delegation Testing Help ?

Name Email

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

- 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.

Organization: Boards Delegation Testing Help ?

Name Email

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

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

Delegated Users

Showing 1 of 1 records

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