



eFile and eServe

HOW TO REMOVE DELEGATION ACCESS IN AN APPEAL IN BRB?

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

Dashboard

The dashboard displays four main tiles for eFile & eServe services:

- eFile & eServe with the Administrative Review Board (ARB)
- eFile & eServe with the Benefits Review Board (BRB) - **Highlighted with a red border**
- eFile & eServe with the Employees' Compensation Appeals Board (ECAB)
- eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)

A "My Account" tile is also visible below the main row.

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

BRB Dashboard

The BRB Dashboard includes buttons for "File a New Appeal - BRB" and "Request Access to Appeals". Below is the "My Access Requests" section, which lists the following table:

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
BRB-2012-0191	BRB-2009-510201	LDA	APPROVED	09/14/2020 - 05:08 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-BRB-1201-050007
Docket Number	BRB-2012-0191
Board	BRB
Case Type	LDA
Claimant Name	FNAME132105 MNAME130515 Mikhail
Appeal Date	01/12/2012
Decision Date	12/06/2011
probe	FALSE

Submit a New Filing Remove From My Dashboard **Delegate Access**



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- From the Organization members table displayed, click on the **Remove Delegation** link under 'Actions' table header against the user to remove delegation.

Organization Members

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

- Remove delegation confirmation will be displayed. Also the "Remove Delegation" link against member changes to "Delegate".

Organization Members

✓ • Removed Dion John's delegated access 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	Delegate
Angel George	angeltester001@gmail.com	Attorney	Delegate