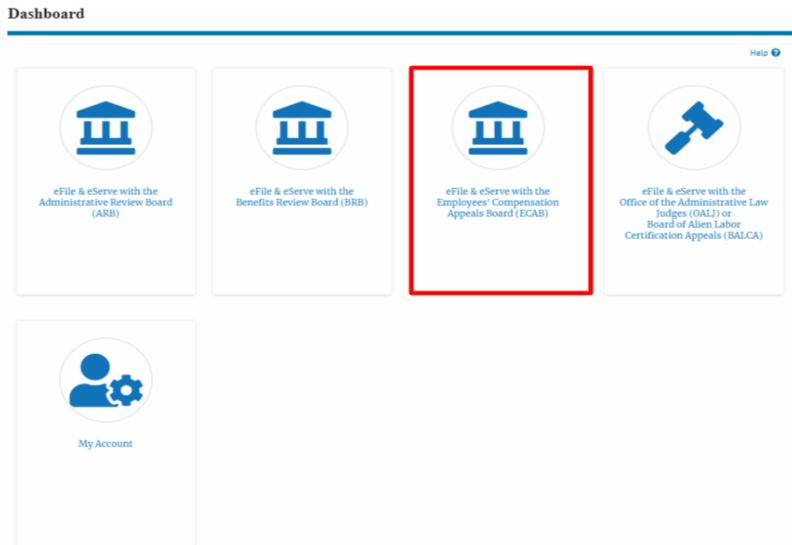




eFile and eServe

HOW TO REMOVE DELEGATION ACCESS IN AN APPEAL IN ECAB?

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



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

ECAB Dashboard

The screenshot shows the 'ECAB Dashboard' with two buttons: 'File a New Appeal - ECAB' and 'Request Access to Appeals'. Below is the 'My Access Requests' section with a sub-header: '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.' There is a 'Showing 2 of 2 records' indicator and a 'View More' button. A table lists two records:

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
ECAB-2012-0128	ECAB-2009-510208	FECA	APPROVED	09/14/2020 - 07:56 EST	View
ECAB-2020-2454	ECAB-2009-502502	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 **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