



## eFile and eServe

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

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

#### Dashboard

Help ?

The dashboard contains six tiles arranged in two rows. The first row has four tiles: 'eFile & eServe with the Administrative Review Board (ARB)', 'eFile & eServe with the Benefits Review Board (BRB)', 'eFile & eServe with the Employees' Compensation Appeals Board (ECAB)', and 'eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)'. The second row has two tiles: 'People's Trusted Law Firm' and 'My Profile'. The first tile in the first row is highlighted with a red border.

2. Click on the <Docket Number> link with **User Type "AoR"**. The user is navigated to the appeal details page.

#### ARB Dashboard

File a New Appeal - ARB    Access Appeals    Help ?

#### Accessed Appeals

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 4 of 4 records    View More +

Docket Number	eFile Case Number	Claimant Name	Initial Access	User Type	Organization
ARB-2011-0031	EFS-ARB-1103-050112	Marc M. Twyman	09/15/20 - 02:37:16 EST	AoR	Org - Jacky, Address - Jacky 1



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

### Summary

eFile Case Number	EFS-ARB-1103-050111
Docket Number	ARB-2011-0031
Board	ARB
Case Type	SOX
Claimant Name	Marc M. Twyman
Employer Name	Tax Master, Inc.
Appeal Date	02/28/2011
Decision Date	-
proSe	TRUE

[Submit a New Filing](#)
[Delegate Access](#)
[Manage Attorney of Record](#)

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

### Organization Members

Organization: Boards Delegation Testing

Name: 
 Email:

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	<a href="#">Delegate</a>
Angel George	angeltester001@gmail.com	Attorney	<a href="#">Delegate</a>

5. The delegate confirmation will be displayed. Also, the "Delegate" link against delegated members changes to "Remove Delegation".

### Organization Members

✓ Del User Nine has been delegated to this appeal.

Organization: Boards Delegation Testing

Name: 
 Email:

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	<a href="#">Remove Delegation</a>
Angel George	angeltester001@gmail.com	Attorney	<a href="#">Delegate</a>



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6. On 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