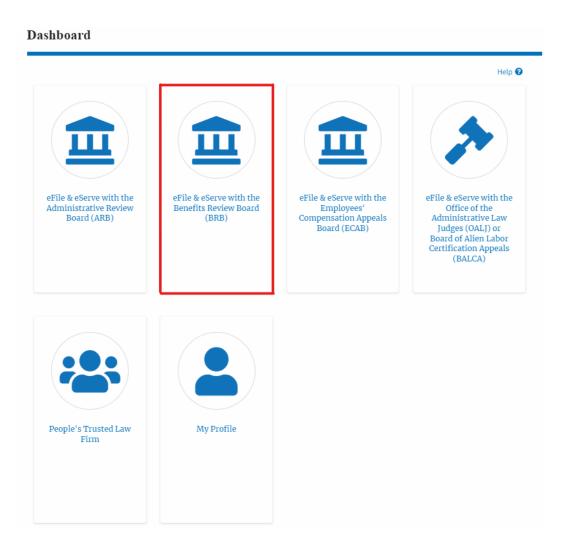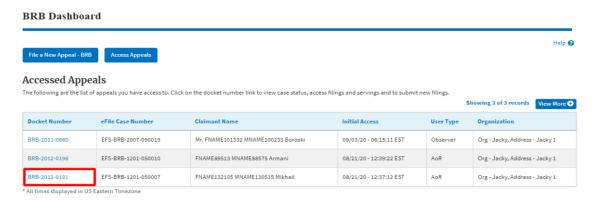**eFile and eServe**

HOW TO DELEGATE ACCESS TO AN APPEAL IN BRB?

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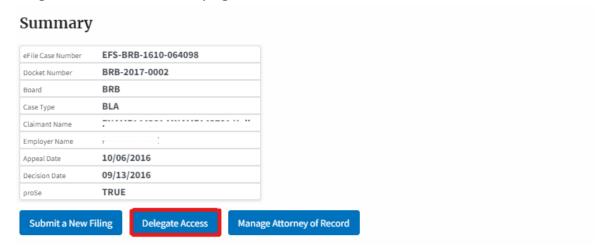

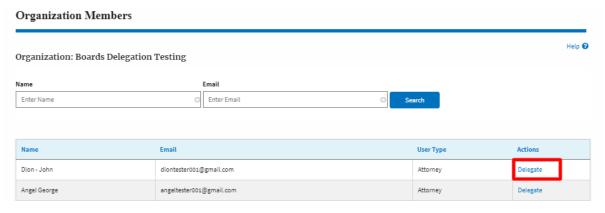2. Click on the approved Docket Number link with user type **AoR**. The user is navigated to the appeal details page.

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

Summary

eFile Case Number	**EFS-BRB-1610-064098**
Docket Number	**BRB-2017-0002**
Board	**BRB**
Case Type	**BLA**
Claimant Name	
Employer Name	
Appeal Date	**10/06/2016**
Decision Date	**09/13/2016**
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

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 members changes to "Remove Delegation".

Organization Members

✅ Del User Nine has been delegated to this appeal.

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. On the **Appeal Details** page, the delegated member will be displayed in the **Delegated User** table.