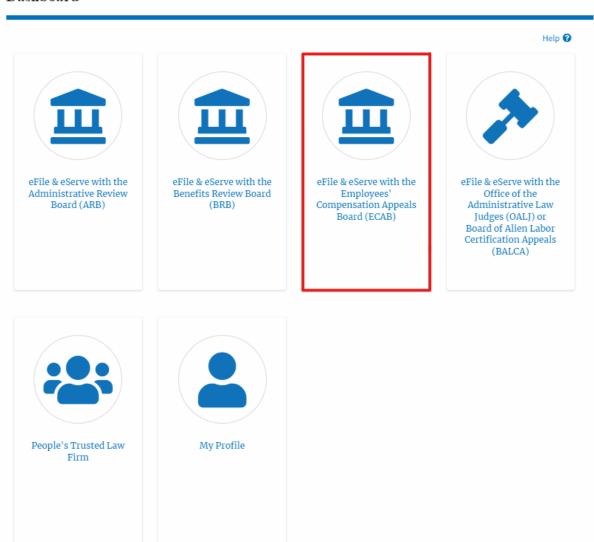## HOW TO DELEGATE ACCESS TO AN APPEAL IN ECAB?

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

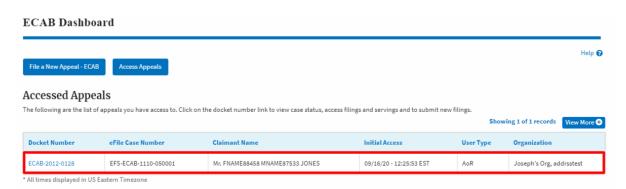2. Click on the approved <Docket Number> link with User Type "**AoR**". The user is navigated to the appeal details page.

ECAB Dashboard

Help ❓

File a New Appeal - ECAB   Access Appeals

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 1 of 1 records   View More ➕

Docket Number	eFile Case Number	Claimant Name	Initial Access	User Type	Organization
ECAB-2012-0128	EFS-ECAB-1110-050001	Mr. FNAME88458 MNAME87533 JONES	09/16/20 - 12:25:53 EST	AoR	Joseph's Org, addrsstest

* All times displayed in US Eastern Timezone
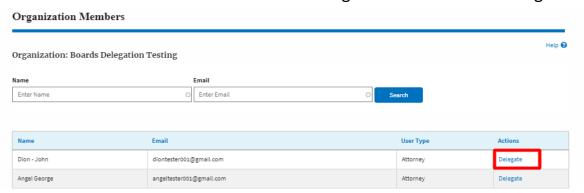
3. Click on the 'Delegate Access' button. The user is navigated to the 'Organization Members' page.

Appeal Details

Summary

eFile Case Number	EFS-ECAB-1610-063968
Docket Number	ECAB-2017-0025
Board	ECAB
Case Type	FECA
Claimant Name	FNAME99480 MNAME98423 HARVEY
Employer Name	UNITED STATES POSTAL SERVICE, INDIANAPOLIS, IN
Appeal Date	10/11/2016
Decision Date	09/20/2016
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		Email		
Enter Name		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.

Delegated Users

Showing 1 of 1 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