



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 displays several service tiles. The first tile, 'eFile & eServe with the Administrative Review Board (ARB)', is highlighted with a red border. Other tiles include 'eFile & eServe with the Benefits Review Board (BRB)', '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)', 'People's Choice Law Firm', and 'My Profile'.

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

New Appeals

The following are the appeals you have created. Click on the eFile Case Number link to view case status, access filings and servings and to submit new filings.

Showing 5 of 5 records [View More](#)

Docket Number	Claimant Name	Employer Name	eFile Number	Case Type	Status	Last Updated On	Details
ARB-2023-0021				DBA - Davis Bacon Act	Submission Accepted as a Filing	06/19/2022 - 03:49 EST	View

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



Appeal Details

Summary

eFile Case Number	EFS-ARI
Docket Number	ARB-2023
Board	ARB
Case Type	DBA
Claimant Name	
Employer Name	
Appeal Date	05/19/2022
Decision Date	-
proSe	FALSE

[Submit a New Filing](#)

[Delegate Access](#)

- 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

[Help](#)

Name	Email	
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>	<input type="button" value="Search"/>

Name	Email	User Type	Actions
Dion - John		Attorney	Delegate
Angel George		Attorney	Delegate

- Delegate user confirmation will be displayed. Also, the "Delegate" link against delegated members changes to "Remove Delegation".



eFile and eServe

Organization Members

✓ • Dion John has been delegated to this appeal.

Organization: Boards Delegation Testing

Help

Name: Email:

Name	Email	User Type	Actions
Dion - John	[Redacted]	Attorney	<input type="button" value="Remove Delegation"/>
Angel George	[Redacted]	Attorney	<input type="button" value="Delegate"/>

- On the Appeal details page, the delegated member will be displayed in the New Appeal table/Accessed Appeals table.

Delegated Users

Showing 2 of 2 records

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
Bosco Tester	200 Constitution Avenue, NW, Washington, United States, District of Columbia, 20210	Emma Sunny	Boards Delegation Testing, 200 Constitution Avenue, NW