



eFile and eServe

HOW TO EDIT YOUR USER PROFILE?

1. Click on the **My Profile** tile from the main dashboard.

Dashboard



eFile & eServe with the
Office of the Administrative
Law Judges (OALJ) or
Board of Alien Labor
Certification Appeals
(BALCA)



KK Reporting Firm



My Profile



2. Edit the fields in the displayed form and click on the **Save** button

Dashboard My Account **My Profile**

My Profile

[Help ?](#)

First Name *

Middle Name

Last Name *

Suffix

Organization *

Select the Organization.

Country *

Select country from the list.

Address 1 *

Address 2

Address 3

City *



eFile and eServe

City *

Cincinnati

State *

Ohio

Zip Code *

45201

Zip code format should be : NNNNN (optionally NNNNN-NNNN) (N-Number, A-Alphabet)

Time Zone

America/New York

Main Phone Number *

[Redacted]

International phone number formats are supported

Mobile Phone Number

[Redacted]

International phone number formats are supported

Email Address

[Redacted]

This is the email used to login to the system. You cannot edit/change this value.

I am an attorney

User Type

Court Reporter

Terms & Conditions of Use

This system is solely for the use of parties with cases pending before the Adjudicatory Boards (ARB, BRB, and ECAB) and OALJ or BALCA of the U.S. Department of Labor (DOL). DOL reserves the right, in their sole discretion, to modify, alter or otherwise update these

Save

Cancel



eFile and eServe

- The data will be saved, you will be taken to the main dashboard and a confirmation message will be displayed.

Dashboard

