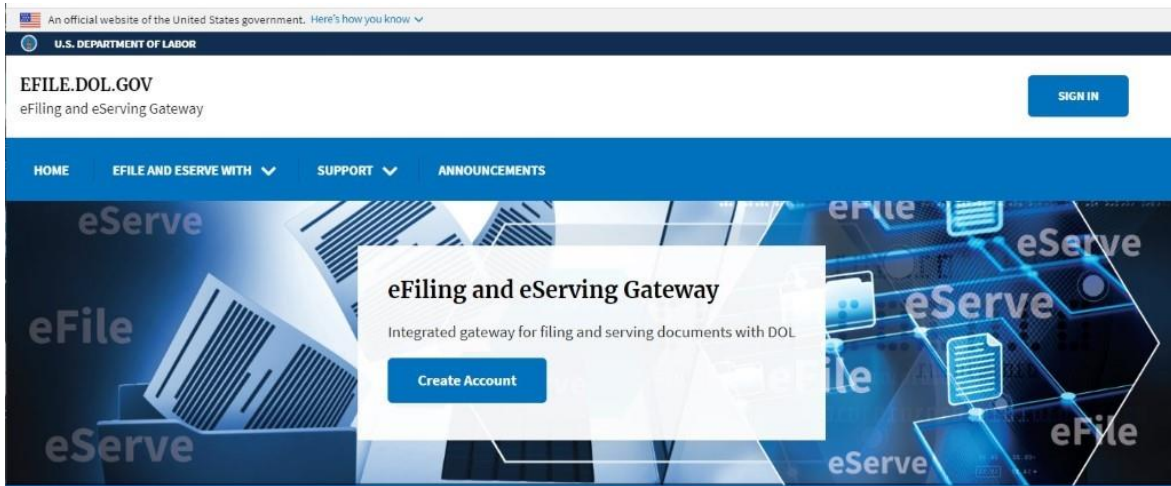




eFile and eServe

HOW TO NAVIGATE THROUGH THE HEADER MENUS?

1. From any page, click on the **HOME** menu to navigate to the eFile and eServe Homepage.



2. Click on **DASHBOARD** to display the dropdown menu.



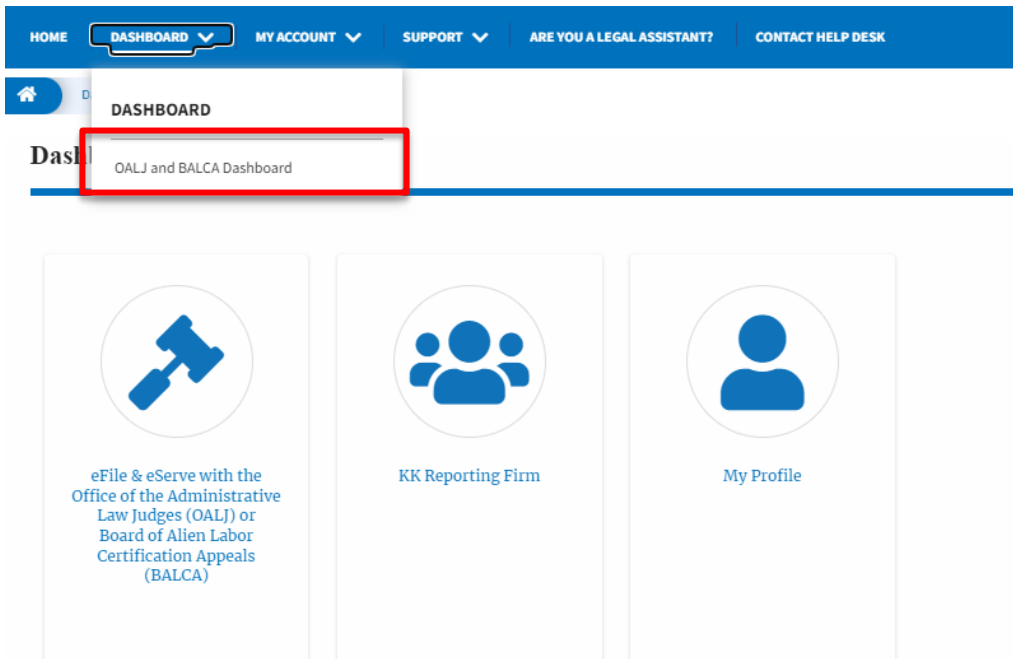
Dashboard



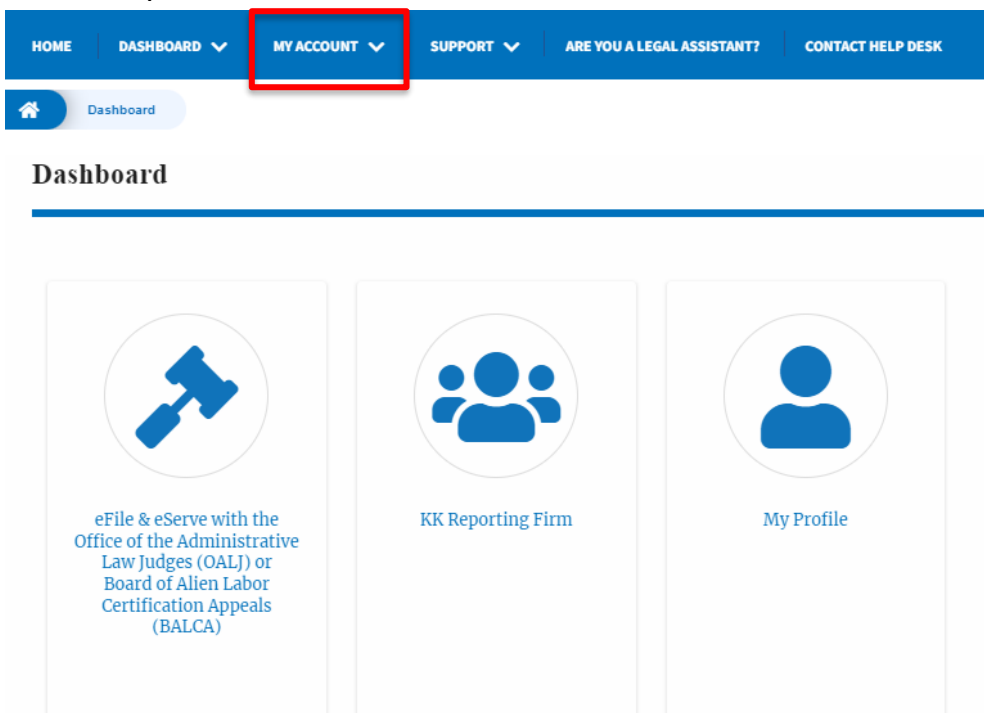


eFile and eServe

- To navigate to the dashboard for OALJ or BALCA, click on the sub-menu **OALJ and BALCA Dashboard** from the **DASHBOARD** header menu.



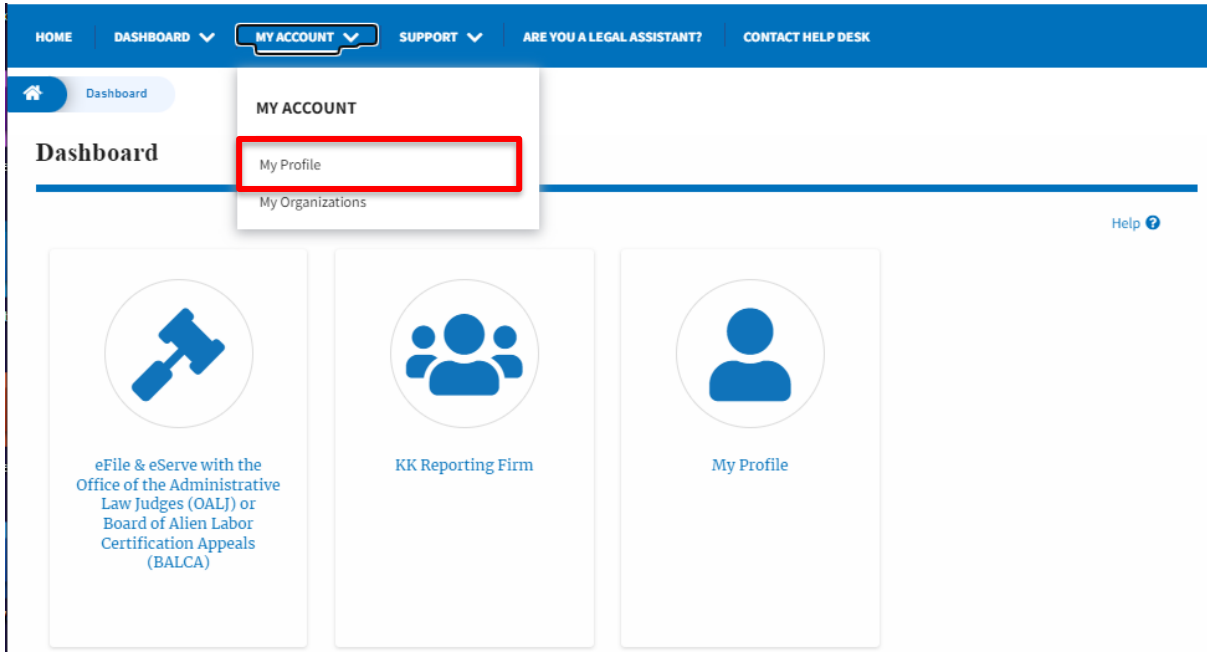
- Click on the header menu **My Account** to access the My Account dropdown.



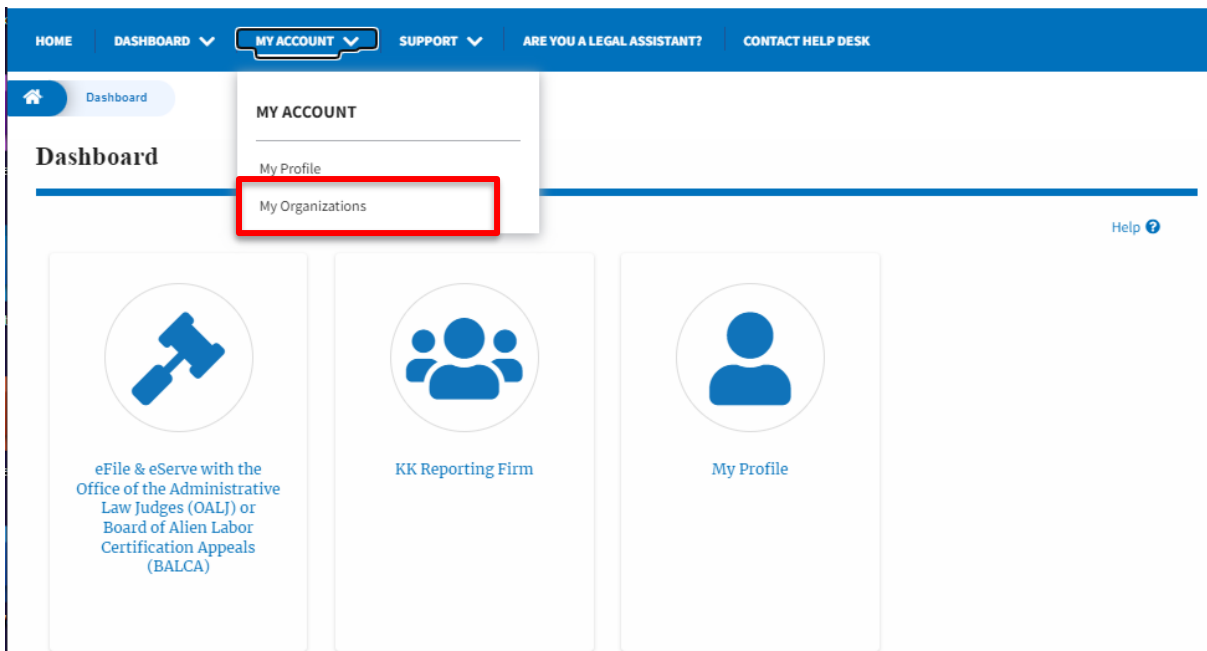


eFile and eServe

5. Click on the sub-menu **My Profile** from the **MY ACCOUNT** header menu to access the 'My Profile' page.



6. Click on the sub-menu **My Organizations** menu from the **MY ACCOUNT** header menu to access the 'My Organizations' page.





eFile and eServe

- Click on the header menu **Support** to access the Support drop.

The screenshot shows the top navigation bar with the following items: HOME, DASHBOARD (with a dropdown arrow), MY ACCOUNT (with a dropdown arrow), SUPPORT (with a dropdown arrow and highlighted by a red box), ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below the navigation bar is a breadcrumb trail: Home > Dashboard. The main content area is titled "Dashboard" and contains three large white cards with blue icons and text:

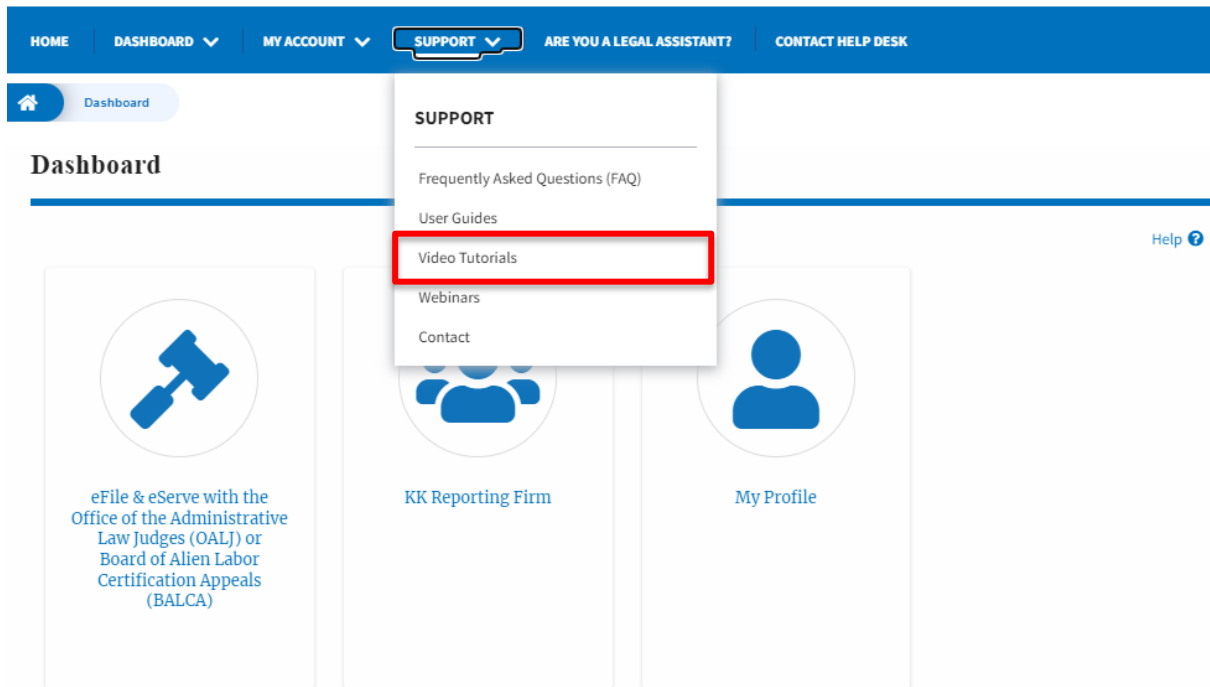
- Card 1:** Icon of a gavel. Text: "eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)".
- Card 2:** Icon of three people. Text: "KK Reporting Firm".
- Card 3:** Icon of a person. Text: "My Profile".

- Click on the sub-menu **Frequently Asked Questions (FAQ)** from the **SUPPORT** header menu to access the 'FAQ' page.

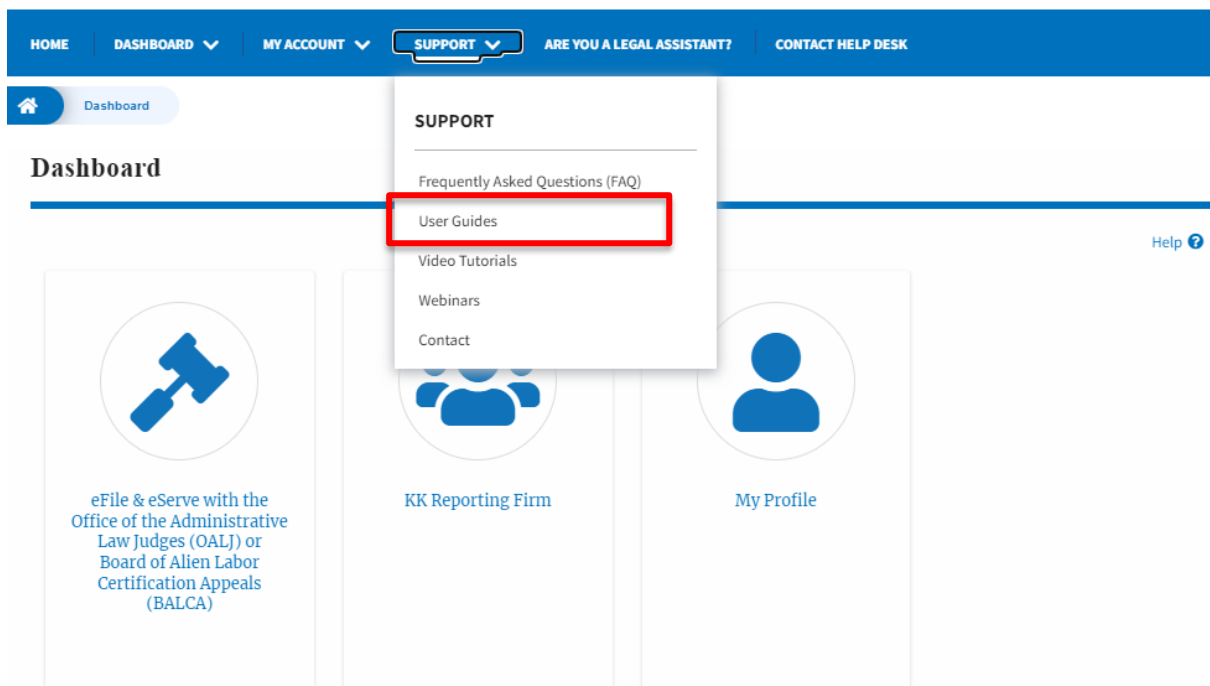
This screenshot shows the same dashboard as above, but with the "SUPPORT" dropdown menu open. The menu items are: SUPPORT (title), Frequently Asked Questions (FAQ) (highlighted with a red box), User Guides, Video Tutorials, Webinars, and Contact. The "Help" icon is visible in the top right corner of the dashboard area.



9. Click on the sub-menu **Video Tutorials** from the **SUPPORT** header menu to access the 'Video Tutorials' page.

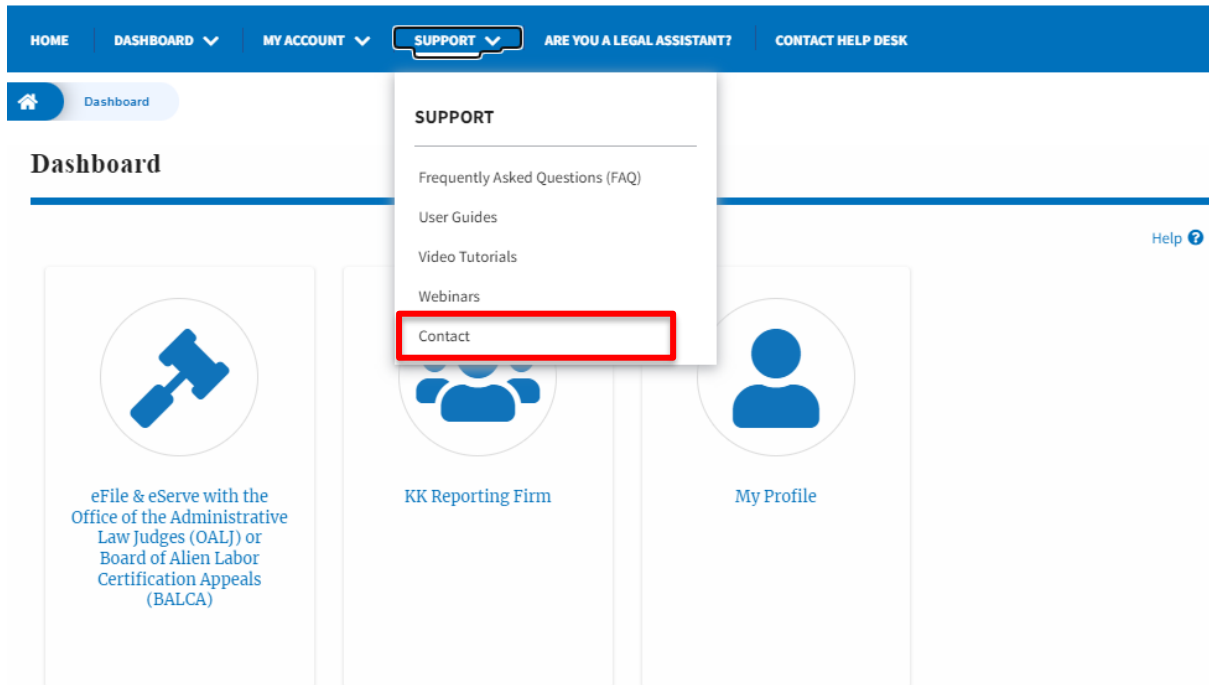


10. Click on the sub menu **User Guides** from the **SUPPORT** header menu to access the 'User Guides' page.

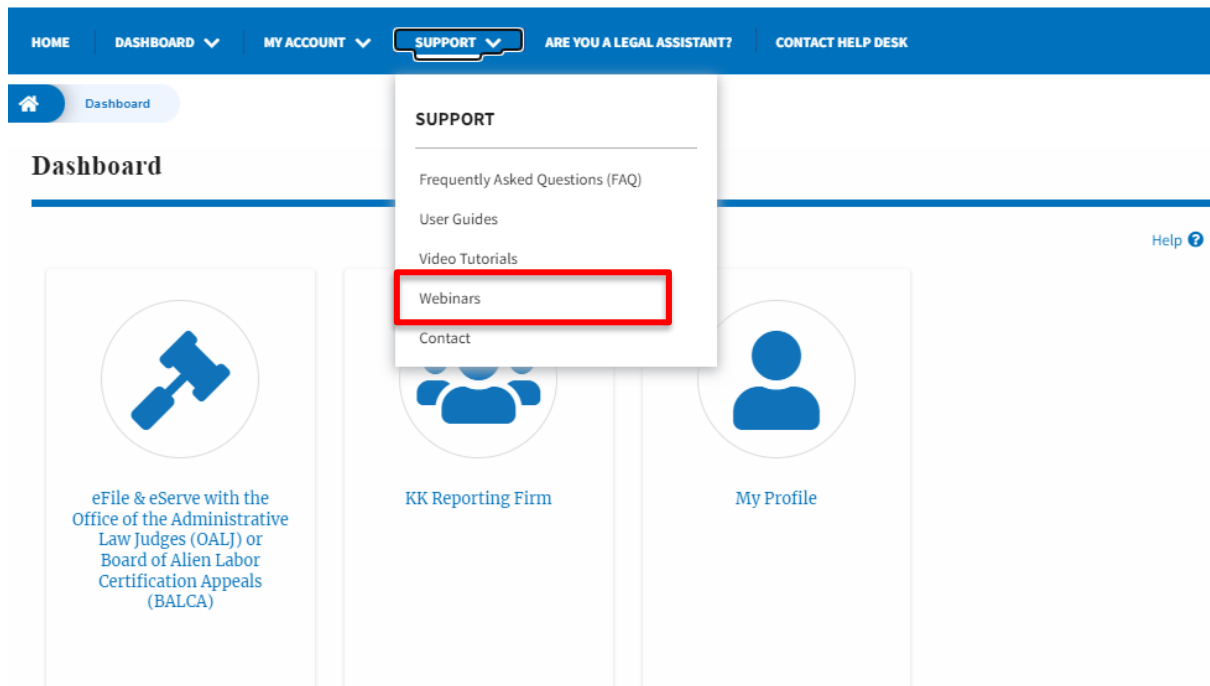




11. Click on the sub menu **Contact** from the **SUPPORT** header menu to access the 'Contact' page.



12. Click on the sub-menu **Webinars** from the **SUPPORT** header menu to access the Recordings of the webinars conducted.



13. Click on the sub-menu **Are you a Legal Assistant** from the header menu to access the instructions and links to user guides of Legal assistants.



eFile and eServe



Dashboard



14. Click on **Contact Help Desk** from the header menu to access the 'Contact' page directly.



Dashboard

