



## eFile and eServe

### OVERVIEW OF HELP AND WHERE TO FIND THEM

1. Log in to your account and navigate to any page in the portal.

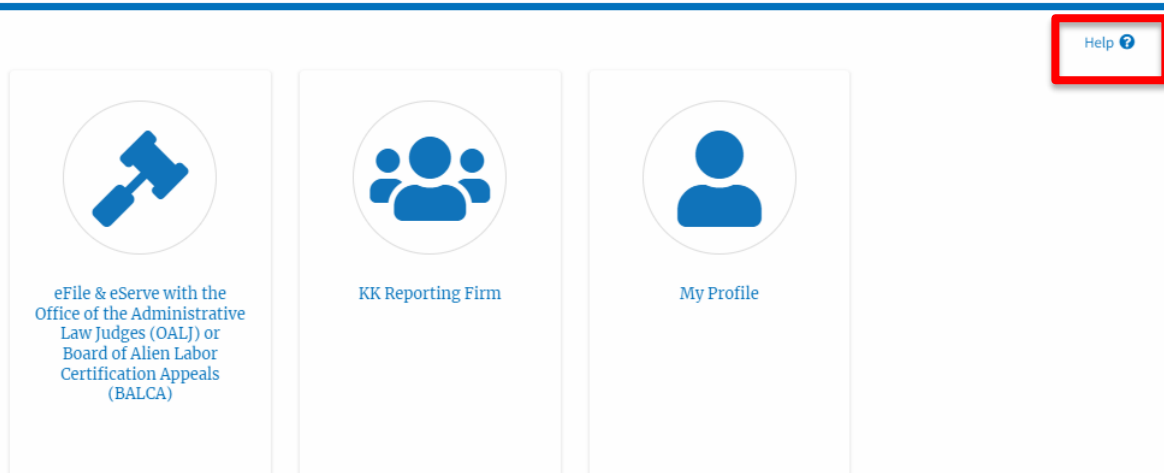
Note: All pages have this feature.

#### Dashboard



2. Click on the Help link provided at the right top of the main content page.

#### Dashboard





# eFile and eServe

3. To the right of the page, the help popup will be displayed.

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SEARCH [ ] LOGOUT

SHBOARD ▾ MY ACCOUNT ▾ SUPPORT ▾ ARE YOU A LEGAL ASSISTANT? CONTACT HELP DESK

Help ⓘ

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

KK Reporting Firm

My Profile

**Help on 'Main Dashboard-CR'**

Main Dashboard

The Main dashboard can be viewed only when logged in. It has 2 tiles:

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

My Account

**Step 1:** Click on the "eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)" tile to go to the OALJ and BALCA Cases Dashboard.

**Step 2:** Click on the "My Account" tile to go to the My Account page.

**Step 3:** Dropdown Bar

Clicking "Home" will take you to the eFile and eServe home page.

Clicking "Dashboard" dropdown gives quick links to OALJ & BALCA Cases.

Clicking "My Account" dropdown gives quick links to "My Profile" and "My Organizations" pages.

Clicking "Support" dropdown gives quick links to "FAQ", "Video Tutorials", "User Guides", and "Contact pages".

For more help, go to the 'Contact' page listed under 'Support' in the Main Menu.