



eFile and eServe

HOW TO REMOVE DELEGATION ACCESS IN AN APPEAL IN ARB?

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

Dashboard

Help ?

The dashboard contains six tiles:

- eFile & eServe with the Administrative Review Board (ARB)** (highlighted with a red border)
- 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 Trusted Law Firm
- My Profile

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

ARB Dashboard

File a New Appeal - ARB Access Appeals Help ?

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 4 of 4 records View More ?

Docket Number	eFile Case Number	Claimant Name	Initial Access	User Type	Organization
ARB-2011-0031	EFS-ARB-1103-050112	Marc M. Twyman	09/15/20 - 02:37:16 EST	AoR	Org - Jacky, Address - Jacky 1

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



Summary

eFile Case Number	EFS-ARB-1103-050111
Docket Number	ARB-2011-0031
Board	ARB
Case Type	SOX
Claimant Name	Marc M. Twyman
Employer Name	Tax Master, Inc.
Appeal Date	02/28/2011
Decision Date	-
proSe	TRUE

[Submit a New Filing](#)[Delegate Access](#)[Manage Attorney of Record](#)

4. From the **Organization Members** table displayed, click on the **Remove Delegation** link under the 'Actions' table header against the user to remove delegation.

Organization Members

Organization: Boards Delegation Testing

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	diontester001@gmail.com	Attorney	Remove Delegation
Angel George	angeltester001@gmail.com	Attorney	Delegate

5. The remove delegation confirmation will be displayed. Also, the "Remove Delegation" link against members changes to "Delegate".

Organization Members

Removed Del User Nine`s delegated access to this appeal.

Organization: Boards Delegation Testing

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	diontester001@gmail.com	Attorney	Delegate
Angel George	angeltester001@gmail.com	Attorney	Delegate