DOL Users
Login and Organizations
Login and Organizations (Existing Organization)

- **Step 1**
  - Login using DOL Account
  - Setup User Profile (1\textsuperscript{st} Login only)

- **Step 2**
  - Search Organization

- **Step 3**
  - Request Join to Organization
Login and Organizations (New Organization)

Step 1
- Login using DOL Account
- Setup User Profile (1st Login only)

Step 2
- Add New Organization

Step 3
- Add Members

Step 4
- Setup Shared Mailbox

Step 5
- Add Members to Shared Mailbox
OALJ & BALCA
OALJ (New Case)

Step 1 • File a New Case

Step 2 • Await DOL Approval

Step 3 • Delegate Case (Optional)

Step 4 • Submit Filings

Step 5 • Await DOL Approval

Step 6 • View Servings
OALJ (Existing Case)

Step 1 • Access Cases

Step 2 • Delegate Case (Optional)

Step 3 • Submit Filings

Step 4 • Await DOL Approval

Step 5 • View Servings
Boards – ARB, BRB, ECAB
<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>File a New Appeal</td>
</tr>
<tr>
<td>Step 2</td>
<td>Await DOL Approval</td>
</tr>
<tr>
<td>Step 3</td>
<td>Delegate Appeal (Optional)</td>
</tr>
<tr>
<td>Step 4</td>
<td>Submit Filings</td>
</tr>
<tr>
<td>Step 5</td>
<td>Await DOL Approval</td>
</tr>
<tr>
<td>Step 6</td>
<td>View Servings</td>
</tr>
</tbody>
</table>
eFile and eServe Business Flows

Step 1 • Access Appeals

Step 2 • Delegate Appeal (Optional)

Step 3 • Submit Filings

Step 4 • Await DOL Approval

Step 5 • View Servings

ARB, BRB, ECAB (Existing Appeal)