Pro Se and Other Non-Attorneys
Login and Organizations
Login and Organizations (Existing Organization)

Step 1
- Login using Login.gov
- Setup User Profile (1st Login only)

Step 2
- Search Organization

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

Step 1
- Login using Login.gov
- 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 • Submit Filings
Step 4 • Await DOL Approval
Step 5 • View Servings
eFile and eServe

Business Flows

OALJ (Existing Case)

Step 1 • Request Access to Cases

Step 2 • Await DOL Approval

Step 3 • Submit Filings

Step 4 • Await DOL Approval

Step 5 • View Servings
Boards – ARB, BRB, ECAB
ARBO, BRBO, ECAB (New Appeal)

Step 1 • File a New Appeal
Step 2 • Await DOL Approval
Step 3 • Submit Filings
Step 4 • Await DOL Approval
Step 5 • View Servings
eFile and eServe
Business Flows

ARB, BRB, ECAB
(Existing Appeal)

Step 1 • Request Access to Appeal

Step 2 • Await DOL Approval

Step 3 • Submit Filings

Step 4 • Await DOL Approval

Step 5 • View Servings