



eFile and eServe

HOW TO DELEGATE ACCESS TO AN APPEAL IN ARB?

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

Dashboard

Help ?

eFile & eServe with the Administrative Review Board (ARB)

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)

My Account

2. Click on the <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
ARB-2020-0014	EFS-ARB-1911-072172	Ms. Board Tester	09/10/20 - 08:40:19 EST	Observer	Org - Jacky, Address - Jacky 1
ARB-2020-0013	EFS-ARB-1911-071088	Ms. Shannon Hadley	09/10/20 - 08:39:21 EST	Observer	Org - Jacky, Address - Jacky 1
ARB-2011-0076	EFS-ARB-1108-082600	Latonya Milton	08/24/20 - 01:26:35 EST	AoR	Org - Jacky, Address - Jacky 1

* All times displayed in US Eastern Timezone



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

Appeal Details

Summary

eFile Case Number	EFS-ARB-1103-050112
Docket Number	ARB-2011-0031
Board	ARB
Case Type	SOX
Claimant Name	Marc M. Twyman
Appeal Date	03/01/2011
Decision Date	12/31/1969
proSe	TRUE

[Submit a New Filing](#)[Remove From My Dashboard](#)[Delegate Access](#)[Remove Attorney of Record](#)

4. From the **Organization Members** table displayed, click on the **Delegate** link under 'Actions' table header against the user to be delegated.

Organization Members

Organization: Boards Delegation Testing

[Help](#)

Name	Email
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	Delegate
Angel George	angeltester001@gmail.com	Attorney	Delegate



- The delegate confirmation will be displayed. Also, the “Delegate” link against delegated member changes to “Remove Delegation”.

Organization Members

- ✓ Dion John has been delegated to this appeal.
- An email notification has been sent to Dion John at diontester001@gmail.com.

Organization: Boards Delegation Testing

[Help](#)

Name	Email
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	Remove Delegation
Angel George	angeltester001@gmail.com	Attorney	Delegate

- In the **Appeal Details** page, the delegated member will be displayed in the **Delegated User** table.

Delegated Users

Showing 2 of 2 records [View More](#)

Name	Address	Delegated By	Organization
Dion John	200 Constitution Avenue, NW, Washington, United States, California, 20211-1111	Emma Sunny	Boards Delegation Testing, 200 Constitution Avenue, NW
Bosco Tester	200 Constitution Avenue, NW, Washington, United States, District of Columbia, 20210	Emma Sunny	Boards Delegation Testing, 200 Constitution Avenue, NW