HOW TO DELEGATE ACCESS TO AN APPEAL IN BRB?

1. Click on the BRB tile from the main dashboard.

2. Click on the approved <Docket Number> link. The user is navigated to the appeal details page.

3. Click on the ‘Delegate Access’ button. The user is navigated to the ‘Organization Members’ page.
4. From the Organization members table displayed, click on the *Delegate* link under ‘Actions’ table header against the user to be delegated.

![Organization Members Table](image1)

5. Delegate user confirmation will be displayed. Also, the “Delegate” link against delegated member changes to “Remove Delegation”.

![Delegate User Confirmation](image2)

6. In the Appeal details page, the delegated member will be displayed in the Delegated User table.

![Delegated Users Table](image3)