



## eFile and eServe

### HOW TO DELEGATE ACCESS TO AN APPEAL IN BRB?

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

#### Dashboard

The dashboard features a grid of five tiles. The first row contains four tiles, each with a blue icon and text: 1. ARB (Administrative Review Board) with a building icon; 2. BRB (Benefits Review Board) with a building icon, highlighted by a red border; 3. ECAB (Employees' Compensation Appeals Board) with a building icon; 4. BALCA (Board of Alien Labor Certification Appeals) with a gavel icon. The second row contains one larger tile for 'My Account' with a person and gear icon. A 'Help' link is visible in the top right corner.

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

#### BRB Dashboard

The BRB Dashboard includes two buttons: 'File a New Appeal - BRB' and 'Accessed Appeals'. Below the buttons is the 'Accessed Appeals' section, which contains a table of appeals. The table has six columns: Docket Number, eFile Case Number, Claimant Name, Initial Access, User Type, and Organization. The first row is for docket number BRB-2011-0660. The second row is for BRB-2012-0196. The third row is for BRB-2012-0191, with the docket number highlighted by a red border. A 'View More' link is located to the right of the table. A footnote at the bottom states: '\* All times displayed in US Eastern Timezone'.

Docket Number	eFile Case Number	Claimant Name	Initial Access	User Type	Organization
BRB-2011-0660	EFS-BRB-2007-050015	Mr. FNAME101332 MNAME100233 Boroski	09/03/20 - 06:15:11 EST	Observer	Org - Jacky, Address - Jacky 1
BRB-2012-0196	EFS-BRB-1201-050010	FNAME89513 MNAME88575 Armani	08/21/20 - 12:39:22 EST	AoR	Org - Jacky, Address - Jacky 1
BRB-2012-0191	EFS-BRB-1201-050007	FNAME132105 MNAME130515 Mikhail	08/21/20 - 12:37:12 EST	AoR	Org - Jacky, Address - Jacky 1



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

### Appeal Details

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#### Summary

eFile Case Number	EFS-BRB-1201-050007
Docket Number	BRB-2012-0191
Board	BRB
Case Type	LDA
Claimant Name	FNAME132105 MNAME130515 Mikhail
Appeal Date	01/12/2012
Decision Date	12/06/2011
proSe	FALSE

[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

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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	<a href="#">Delegate</a>
Angel George	angeltester001@gmail.com	Attorney	<a href="#">Delegate</a>



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5. Delegate user 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

Name  Email  [Search](#)

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	<a href="#">Remove Delegation</a>
Angel George	angeltester001@gmail.com	Attorney	<a href="#">Delegate</a>

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

### Delegated Users

Showing 1 of 1 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