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 with user type **AoR**. 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.

Appeal Details

Summary

- eFile Case Number: EFS-BRB-1201-650007
- 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
- profile: 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

- Name: Dean John  Email: dcontattos@gmail.com  User Type: Attorney  Actions: Delegate
- Name: Angel George  Email: angelgetsteller@gmail.com  User Type: Attorney  Actions: Delegate
5. Delegate user confirmation will be displayed. Also, the “Delegate” link against delegated member changes to “Remove Delegation”.

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