



eFile and eServe

HOW TO DELEGATE ACCESS TO AN APPEAL IN ECAB?

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

Dashboard

Help ?

The dashboard contains the following tiles:

- 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)** (highlighted with a red box)
- 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 approved <Docket Number> link with User Type “**AoR**”. The user is navigated to the appeal details page.

ECAB Dashboard

File a New Appeal - ECAB 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 1 of 1 records View More ?

Docket Number	eFile Case Number	Claimant Name	Initial Access	User Type	Organization
ECAB-2012-0128	EFS-ECAB-1110-050001	Mr. FNAME88458 MNAME87533 JONES	09/16/20 - 12:25:53 EST	AoR	Joseph's Org, addrstest

* All times displayed in US Eastern Timezone

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

Appeal Details

Summary

eFile Case Number	EFS-ECAB-1110-050001
Docket Number	ECAB-2012-0128
Board	ECAB
Case Type	FECA
Claimant Name	Mr. FNAME88458 MNAME87533 JONES
Appeal Date	10/30/2011
Decision Date	08/23/2011
proSe	FALSE

Submit a New Filing

Remove From My Dashboard

Delegate Access

Remove Attorney of Record



- 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 Search

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

- 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 Help

Name Email Search

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 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