HOW TO DELEGATE ACCESS TO THE CASE?

1. Click on the **eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)** tile from the main dashboard.

2. Click on the approved <OALJ Case Number> link. The user is navigated to the case 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 the **Actions** column header against the user to be delegated.

5. Delegate user confirmation will be displayed and the link against delegated member changes to **Remove Delegation**.

6. Click on <eFile Case Number> on the breadcrumb to go back to the case details page.

7. The delegated member will be displayed in the Delegated User table.