

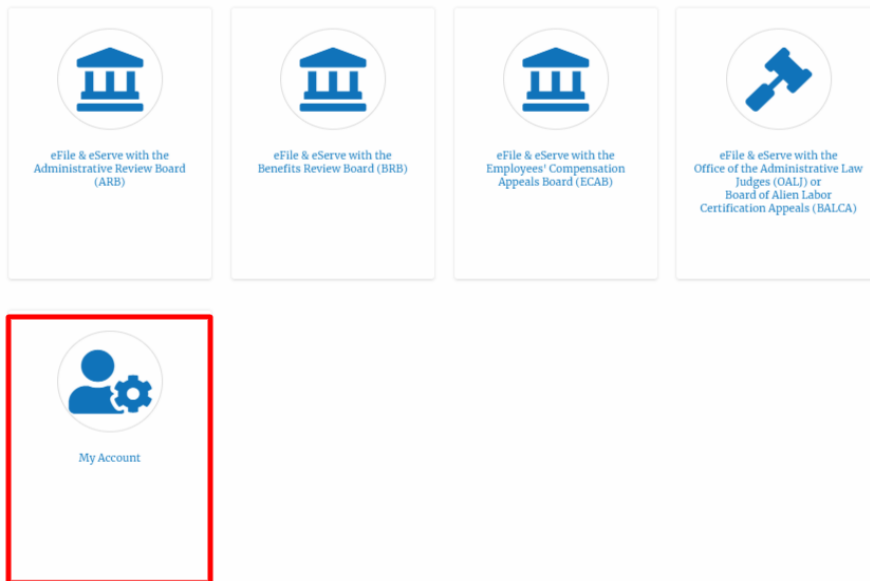


eFile and eServe

HOW TO EDIT YOUR USER PROFILE?

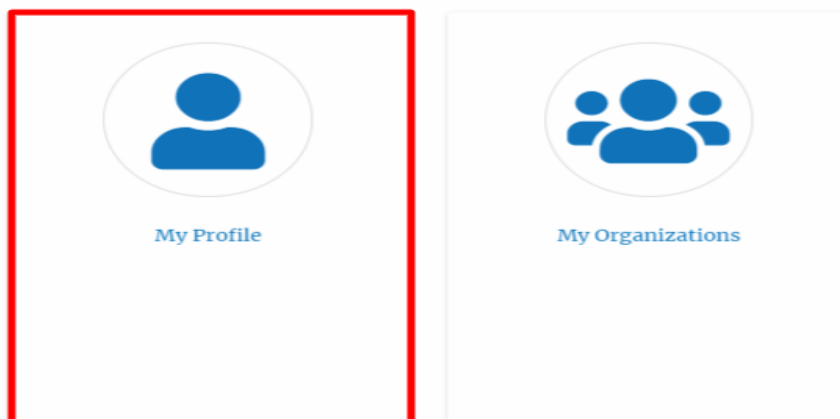
1. Click on the My Account tile from the main dashboard.

Dashboard



2. Click on the User Profile tile from the My Account page.

My Account





3. Edit the fields in the displayed form.

My Profile

First Name * [Help ?](#)

Middle Name

Last Name *

Suffix

Organization *

Select the Organization.

Country *

Select country from the list.

Address 1 *

Address 2

Address 3

City *



eFile and eServe

State *

Illinois

Zip Code *

12435

Zip code format should be : NNNNN (optionally NNNNN-NNNN) (N-Number, A-A(phabet)

Time Zone

- None -

Main Phone Number *

6354525255

International phone number formats are supported

Mobile Phone Number

02546545516

International phone number formats are supported

Email Address

XXXXXXXXXX@gmail.com

This is the email used to login to the system. You cannot edit/change this value.

I am an attorney

User Type

Public

Terms & Conditions of Use

This system is solely for the use of parties with cases pending before the Adjudicatory Boards (ARB, BRB, and ECAB) of the U.S. Department of Labor (DOL). DOL reserves the right, in their sole discretion, to modify, alter or otherwise update these Terms and

Save **Cancel**



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4. Unselect the checkbox “I am an attorney” and click the Save button.

I am an attorney

User Type

Public

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Save Cancel

5. The data will be saved, you will be taken to the main dashboard and a confirmation message will be displayed.

Dashboard

✓ User profile has been created/updated.

Help

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)

eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)

My Account