



eFile and eServe

HOW TO EDIT YOUR USER PROFILE?

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

Dashboard

The screenshot shows a dashboard with a blue header bar containing a "Help" icon. Below the header are four white tiles, each with a blue icon and text:

- Tile 1: Icon of a classical building. Text: "eFile & eServe with the Administrative Review Board (ARB)"
- Tile 2: Icon of a classical building. Text: "eFile & eServe with the Benefits Review Board (BRB)"
- Tile 3: Icon of a classical building. Text: "eFile & eServe with the Employees' Compensation Appeals Board (ECAB)"
- Tile 4: Icon of a gavel. Text: "eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)"

Below these tiles is a fifth white tile with a blue icon of a person and a gear, labeled "My Account". This tile is highlighted with a red rectangular border.

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

My Account

The screenshot shows the "My Account" page with a blue header bar. Below the header are two white tiles:

- Tile 1: Icon of a single person. Labeled "My Profile". This tile is highlighted with a red rectangular border.
- Tile 2: Icon of three people. Labeled "My Organizations".



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 *



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State *

Illinois

Zip Code *

34643

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

Time Zone

- None -

Main Phone Number *

6576543210

International phone number formats are supported

Mobile Phone Number

02546545515

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

Trusted

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. Select the checkbox if you are an attorney and click the Save button.

I am an attorney

User Type

Trusted

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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