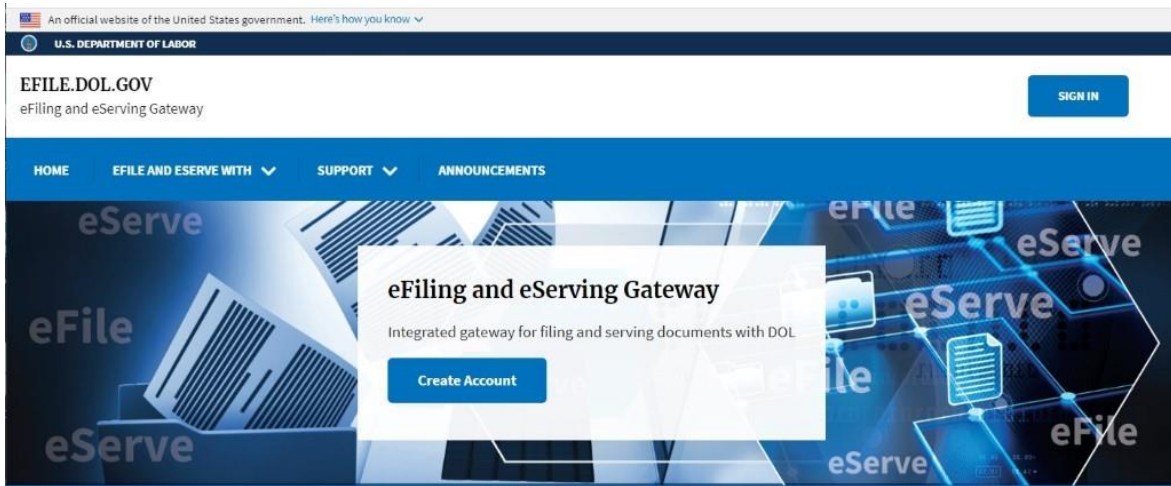




eFile and eServe

HOW TO NAVIGATE THROUGH THE HEADER MENUS?

1. From any page, click on the **HOME** menu to navigate to the eFile and eServe Homepage.



2. Click on **DASHBOARD** to display the dropdown menu.



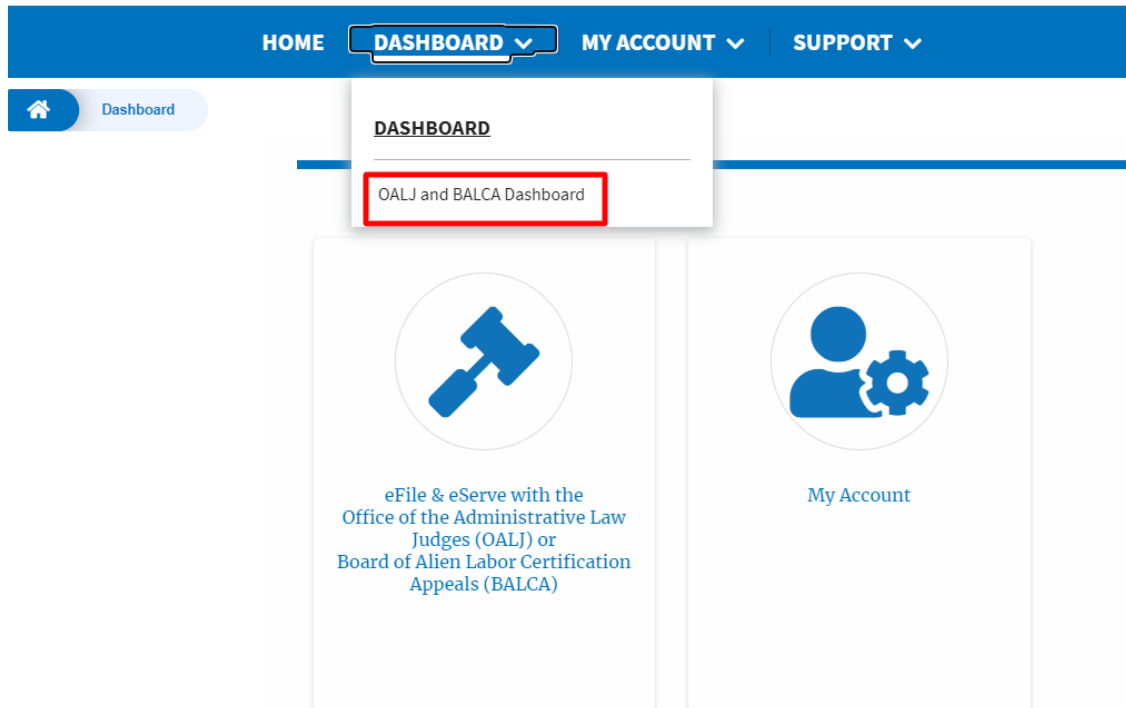
Dashboard



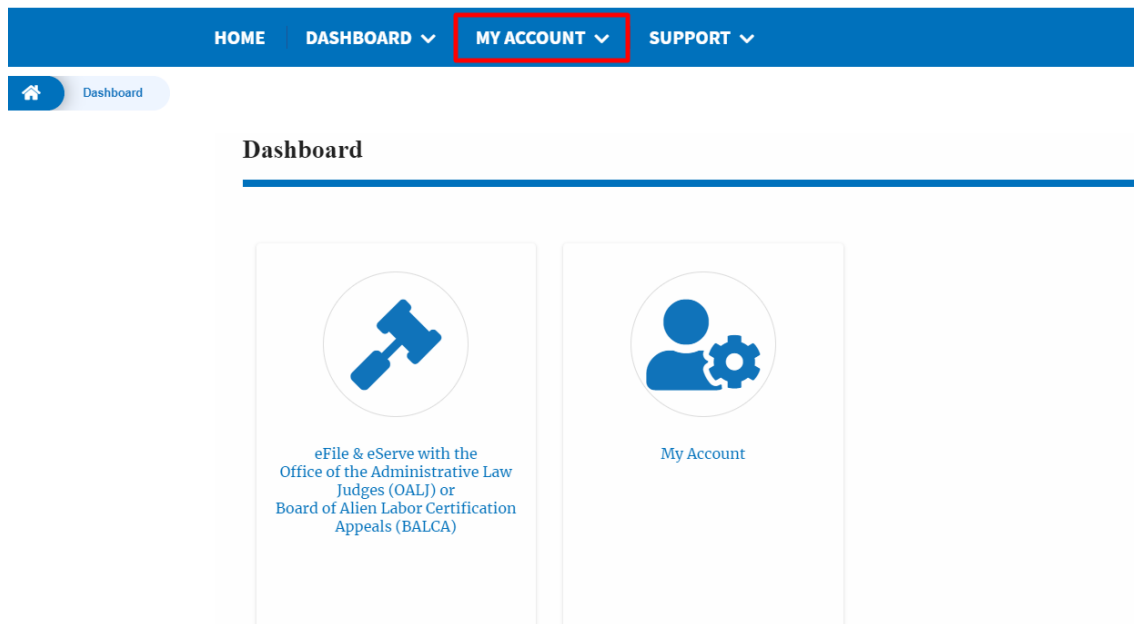


eFile and eServe

- To navigate to the dashboard for OALJ or BALCA, click on the sub-menu **OALJ and BALCA Dashboard** from the **DASHBOARD** header menu.



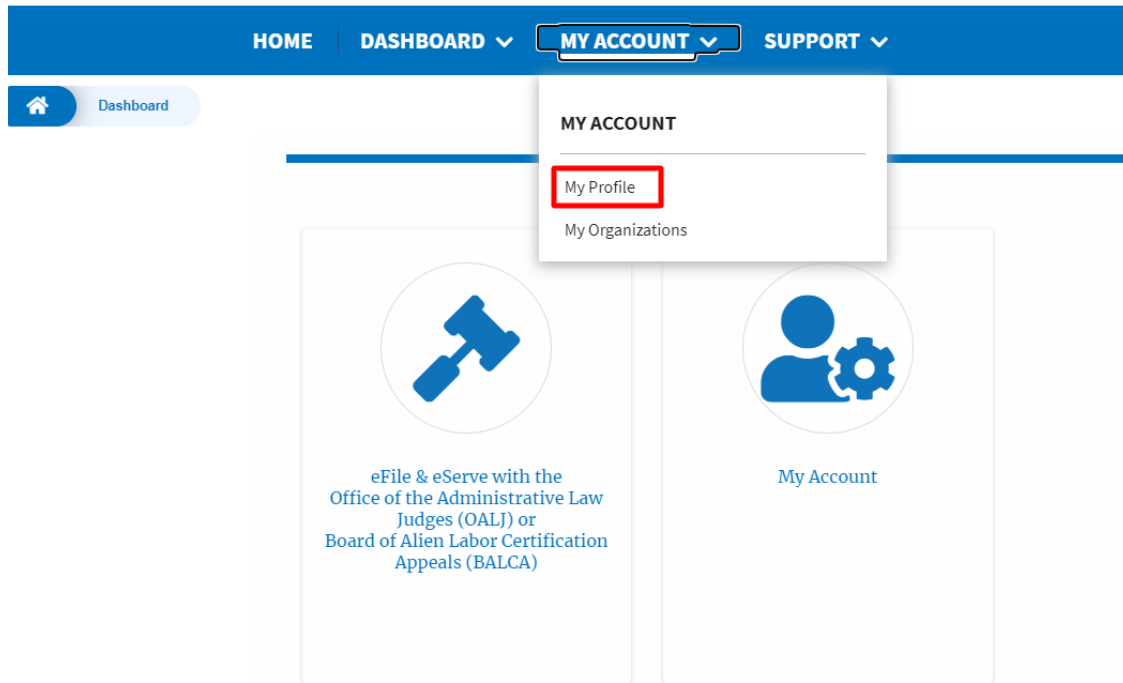
- Click on the header menu **My Account** to access the My Account dropdown.



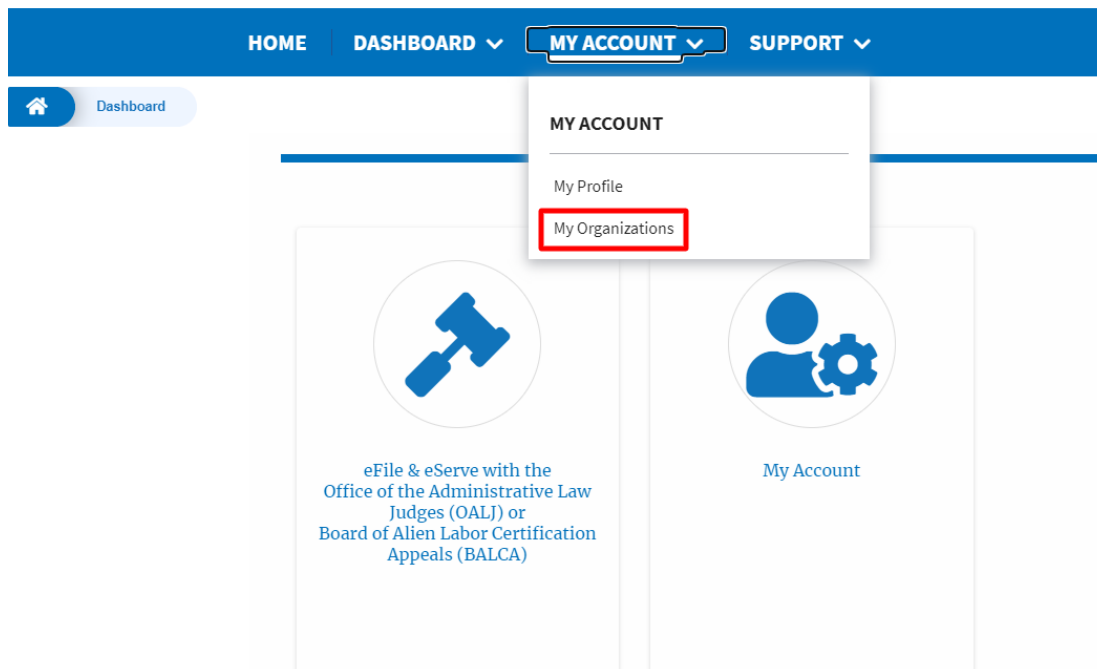


eFile and eServe

5. Click on the sub-menu **My Profile** from the **MY ACCOUNT** header menu to access the 'My Profile' page.



6. Click on the sub-menu **My Organizations** menu from the **MY ACCOUNT** header menu to access the 'My Organizations' page.





eFile and eServe

7. Click on the header menu **Support** to access the Support drop.

The screenshot shows the top navigation bar with the following items: HOME, DASHBOARD (with a dropdown arrow), MY ACCOUNT (with a dropdown arrow), and SUPPORT (with a dropdown arrow and a red box around it). Below the navigation bar is a breadcrumb trail: Home > Dashboard. The main content area is titled "Dashboard" and contains two large white cards. The left card features a gavel icon and the text: "eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)". The right card features a person and gear icon and the text: "My Account".

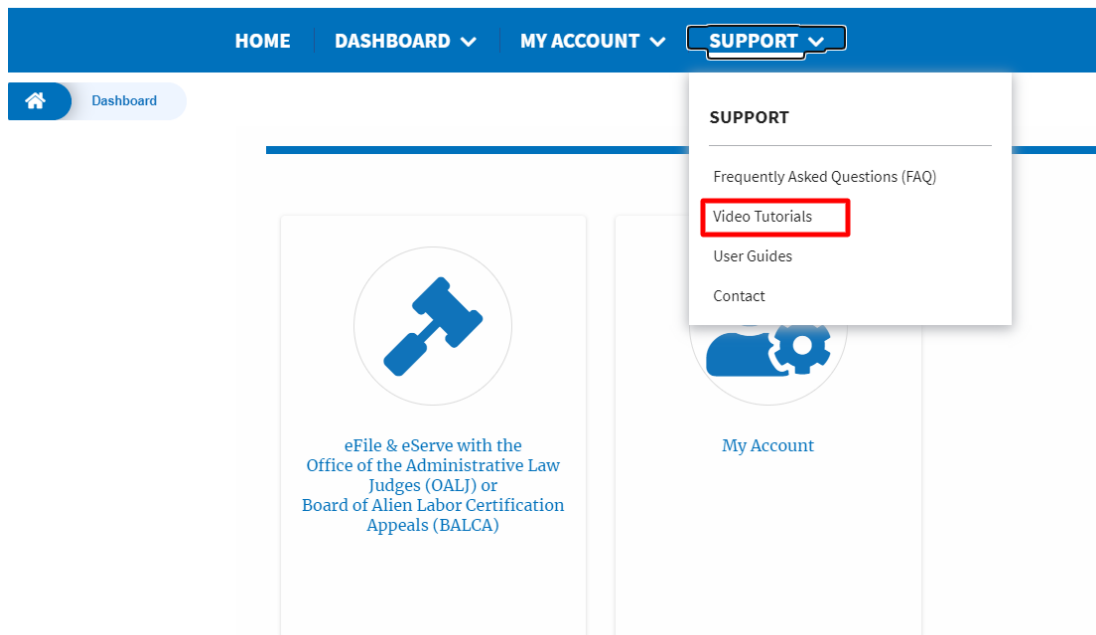
8. Click on the sub-menu **Frequently Asked Questions (FAQ)** from the **SUPPORT** header menu to access the 'FAQ' page.

This screenshot is similar to the previous one but with the "SUPPORT" dropdown menu open. The dropdown menu is positioned over the "My Account" card and lists the following options: "Frequently Asked Questions (FAQ)" (highlighted with a red box), "Video Tutorials", "User Guides", and "Contact". The "My Account" card is partially obscured by the dropdown menu.

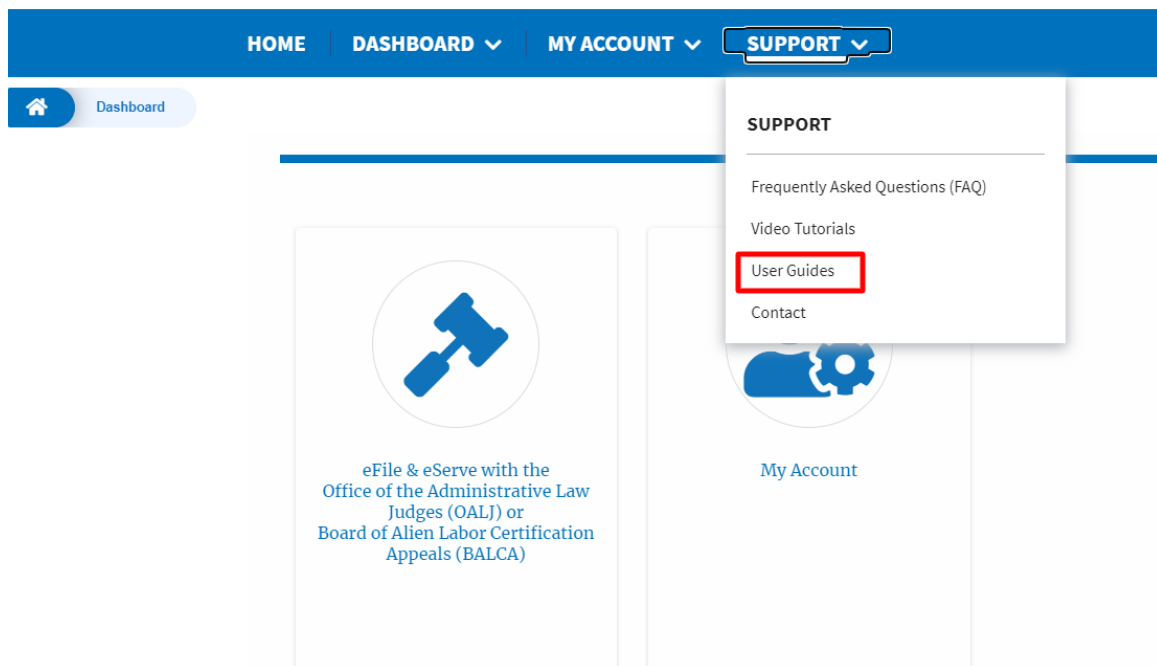


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- Click on the sub-menu **Video Tutorials** from the **SUPPORT** header menu to access the 'Video Tutorials' page.



- Click on the sub menu **User Guides** from the **SUPPORT** header menu to access the 'User Guides' page.





eFile and eServe

11. Click on the sub menu **Contact** from the **SUPPORT** header menu to access the 'Contact' page.

