

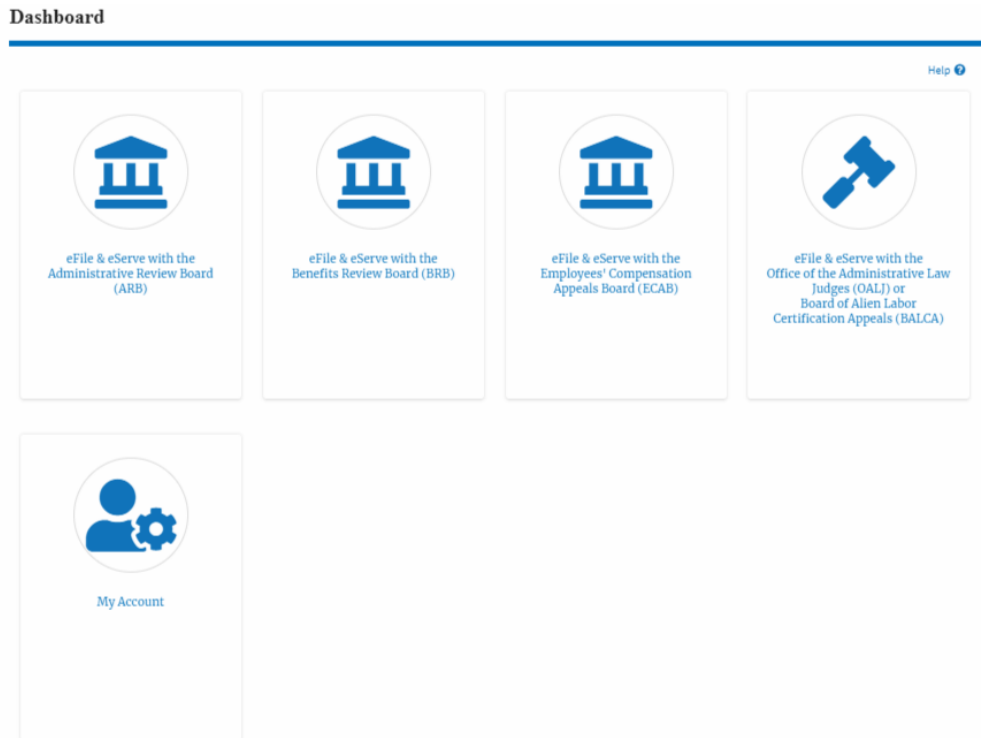


eFile and eServe

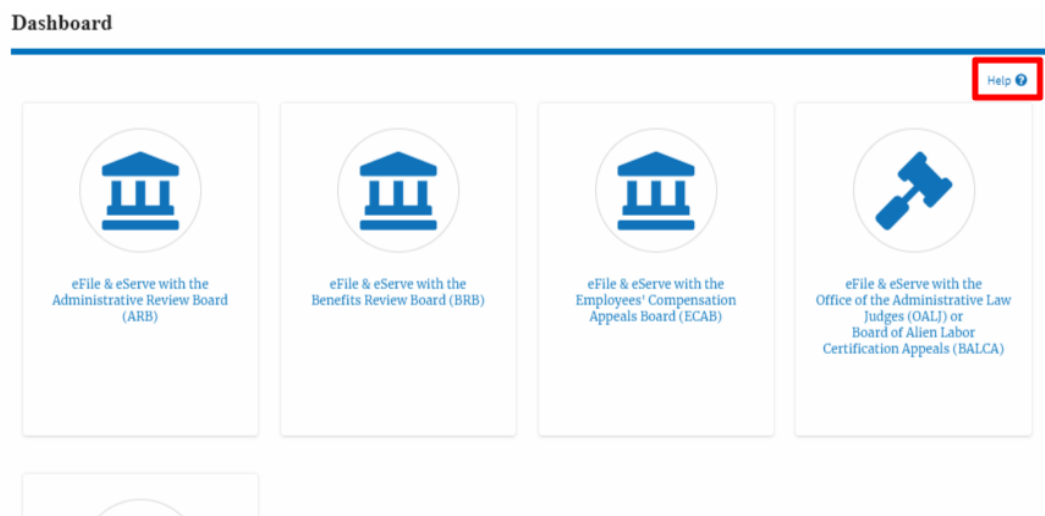
OVERVIEW OF HELP AND WHERE TO FIND THEM

1. Login to your account and navigate to any page in the portal.

Note: All pages have this feature.



2. Click on the Help link provided to the right top of the main content page.





eFile and eServe

3. To the right of the page, the help popup will be displayed.

The screenshot shows the main dashboard of the eFile and eServe system. At the top, there is a navigation bar with "ACCOUNT" and "SUPPORT" dropdown menus, and a "LOGOUT" button. Below the navigation bar, there are three main tiles for eFile & eServe with different boards: the Benefits Review Board (BRB), the Employees' Compensation Appeals Board (ECAB), and the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA). A "Help" icon is visible in the top right corner of the dashboard area. A help popup is open on the right side of the page, titled "Help on 'Main Dashboard'", which provides instructions on how to navigate the dashboard tiles and use the dropdown menus.

Help on 'Main Dashboard'

Main Dashboard

The Main Dashboard can be viewed only when logged in. It has 5 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)
- eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)
- My Account

Step 1: Click on the "eFile & eServe with the Administrative Review Board (ARB)" tile to go to the ARB appeals dashboard.

Step 2: Click on the "eFile & eServe with the Benefits Review Board (BRB)" tile to go to the BRB appeals dashboard.

Step 3: Click on the "eFile & eServe with the Employees' Compensation Appeals Board (ECAB)" tile to go to the ECAB appeals dashboard.

Step 4: Click on the "eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)" tile to go to the OALJ and BALCA cases dashboard.

Step 5: Click on the "My Account" tile to go to the My Account page.

Step 6: Dropdown Bar

Clicking the "Dashboard" dropdown give quick links to OALJ & BALCA Cases and ARB, BRB, ECAB Appeals dashboards.

Clicking the "My Account" dropdown gives quick links to "My Profile" and "My Organizations" pages.