



eFile and eServe

HOW TO REMOVE DELEGATION ACCESS IN AN APPEAL IN ARB?

1. Click on the **ARB** tile from the main dashboard.

Dashboard

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

2. Click on the approved <Docket Number> link with **User Type "AoR"**. The user is navigated to the appeal details page.

ARB Dashboard

File a New Appeal - ARB Access Appeals Help ?

Accessed Appeals

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings. Showing 4 of 4 records View More ?

| Docket Number | eFile Case Number | Claimant Name | Initial Access | User Type | Organization |
|-------------------------------|---------------------|--------------------|-------------------------|-----------|--------------------------------|
| ARB-2011-0031 | EFS-ARB-1103-050112 | Marc M. Twyman | 09/15/20 - 02:37:16 EST | AoR | Org - Jacky, Address - Jacky 1 |
| ARB-2020-0014 | EFS-ARB-1911-072172 | Ms. Board Tester | 09/10/20 - 08:40:19 EST | Observer | Org - Jacky, Address - Jacky 1 |
| ARB-2020-0013 | EFS-ARB-1911-071088 | Ms. Shannon Hadley | 09/10/20 - 08:39:21 EST | Observer | Org - Jacky, Address - Jacky 1 |
| ARB-2011-0076 | EFS-ARB-1108-082600 | Latonya Milton | 08/24/20 - 01:26:35 EST | AoR | Org - Jacky, Address - Jacky 1 |

* All times displayed in US Eastern Timezone



3. Click on the 'Delegate Access' button. User is navigated to the 'Organization Members' page.

Appeal Details

Summary

| | |
|-------------------|---------------------|
| eFile Case Number | EFS-ARB-1103-050112 |
| Docket Number | ARB-2011-0031 |
| Board | ARB |
| Case Type | SOX |
| Claimant Name | Marc M. Twyman |
| Appeal Date | 03/01/2011 |
| Decision Date | 12/31/1969 |
| proSe | TRUE |

- [Submit a New Filing](#)
[Remove From My Dashboard](#)
[Delegate Access](#)
[Remove Attorney of Record](#)

4. From the **Organization Members** table displayed, click on the **Remove Delegation** link under 'Actions' table header against the user to remove delegation.

Organization Members

Organization: Boards Delegation Testing

[Help](#)

Name
 Email

| Name | Email | User Type | Actions |
|--------------|--------------------------|-----------|-----------------------------------|
| Dion - John | diontester001@gmail.com | Attorney | Remove Delegation |
| Angel George | angeltester001@gmail.com | Attorney | Delegate |

5. The remove delegation confirmation will be displayed. Also, the "Remove Delegation" link against member changes to "Delegate".

Organization Members

- ✓ Removed Dion John's delegated access to this appeal.
- An email notification has been sent to Dion John at diontester001@gmail.com.

[Help](#)

Organization: Boards Delegation Testing

Name
 Email

| Name | Email | User Type | Actions |
|--------------|--------------------------|-----------|--------------------------|
| Dion - John | diontester001@gmail.com | Attorney | Delegate |
| Angel George | angeltester001@gmail.com | Attorney | Delegate |