



eFile and eServe

HOW TO REMOVE DELEGATION ACCESS IN AN APPEAL IN ECAB?

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

Dashboard

The dashboard features a grid of five tiles. The first row contains four tiles, each with a blue icon of a building and text below it. The third tile, representing ECAB, is highlighted with a red border. The second row contains one larger tile labeled 'My Account' with a person and gear icon.

- Tile 1: eFile & eServe with the Administrative Review Board (ARB)
- Tile 2: eFile & eServe with the Benefits Review Board (BRB)
- Tile 3 (highlighted): eFile & eServe with the Employees' Compensation Appeals Board (ECAB)
- Tile 4: eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)
- Tile 5: My Account

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

ECAB Dashboard

The ECAB Dashboard includes two buttons: 'File a New Appeal - ECAB' and 'Access Appeals'. Below is the 'Accessed Appeals' section, which contains a table of appeals. The first row of the table is highlighted with a red border.

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 1 of 1 records [View More](#)

Docket Number	eFile Case Number	Claimant Name	Initial Access	User Type	Organization
ECAB-2012-0128	EFS-ECAB-1110-050001	Mr. FNAME88458 MNAME87533 JONES	09/16/20 - 12:25:53 EST	AoR	Joseph's Org., addrstest

* All times displayed in US Eastern Timezone



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

Appeal Details

Summary

eFile Case Number	EFS-ECAB-1110-050001
Docket Number	ECAB-2012-0128
Board	ECAB
Case Type	FECA
Claimant Name	Mr. FNAME88458 MNAME87533 JONES
Appeal Date	10/30/2011
Decision Date	08/23/2011
proSe	FALSE

[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	
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>	<input type="button" value="Search"/>

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

5. 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.

Organization: Boards Delegation Testing

[Help](#)

Name	Email	
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>	<input type="button" value="Search"/>

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