HOW TO ACCESS APPEALS IN ARB?

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

2. Click on the **Request Access to Appeals** button.

3. Search any appeal and click on the ‘Add to Request’ button that is displayed only if one of the appeals is selected.
4. Request access to an appeal on filling out the mandatory fields and selecting the required organization and click on the ‘Submit to DOL’ button.

**Request Access to an Appeal**

<table>
<thead>
<tr>
<th>Docket Number</th>
<th>Case Type</th>
<th>OALJ Case Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARB-2011-0031</td>
<td>SOX</td>
<td>2010-SOX-00055</td>
</tr>
</tbody>
</table>

Your profile will be sent with the request. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

**Case Type**

- None -

**OALJ Case Number**

Enter OALJ Case Number

ex: 2013-BLA-12345 or 2015-BLA-12345

**Decision Date (Lower Court)**

mm/dd/yyyy

**Notice of Appearance**

Choose File | No file chosen

Boards requires that attorneys and non-attorney representatives can make a first filing in a case only if they also file a notice of appearance compliant with 29 CFR 18.22. Having a notice of appearance filed together with the first filing will expedite the Board’s ability to make a timely determination on permission to eFile for previously unknown attorneys and non-attorney representatives. Only files with the following extensions are allowed: .pdf and size should be less than 200MB.

**eFilers Organization**

Alex’s organization, Address 1

[Submit to DOL] [Cancel]
5. The requested appeal will be shown in your ‘**My Access Requests**’ table with ‘**SUBMITTED**’ status along with a confirmation message.

6. Click on **View More** button to view all the access requests.

7. All the requested appeals will be listed on the page.
8. **Click on the View link under the Details table header.** The user is navigated to the appeal’s view details page.

9. **The user is displayed with a details popup and can click on the document links which are submitted by the user.**