



eFile and eServe

HOW TO ACCESS SERVINGS IN ECAB?

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

Dashboard

The dashboard features four main tiles, each with a blue icon and text. The third tile, representing the ECAB, is highlighted with a red border. Below these tiles is a 'My Account' tile with a person and gear icon.

2. Click on the approved <Docket Number> link. The user is navigated to the case details page.

ECAB Dashboard

The ECAB Dashboard includes buttons for 'File a New Appeal - ECAB' and 'Request Access to Appeals'. Below is a section for 'My Access Requests' with a table of case details. The first row is highlighted with a red border.

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
ECAB-2012-0128	ECAB-2009-510208	FECA	APPROVED	09/14/2020 - 07:58 EST	View
ECAB-2020-2454	ECAB-2009-502502	FECA	SUBMITTED	09/10/2020 - 03:04 EST	View

* All times displayed in US Eastern Timezone



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3. The **Documents Served by ECAB** table is showing the served documents list.

Documents Served by ECAB Showing 1 of 1 records [View More](#)

eFile Number	File Name	Description	File Type	Issued On	Served On	Accessed On	Notified On
ESERVE-ECAB-2007-000399	Test_eServe_ECAB-2012-01285233.pdf	Auto generated serving	TEST_SERVE	07/20/2020 - 15:26 EST	07/20/2020 - 17:00 EST		07/20/2020 - 15:37 EST

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4. Click on the **View More** button to navigate to the **Documents Served by ECAB** page.

Documents Served by ECAB Showing 1 of 1 records [View More](#)

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ESERVE-ECAB-2007-000399	Test_eServe_ECAB-2012-01285233.pdf	Auto generated serving	TEST_SERVE	07/20/2020 - 15:26 EST	07/20/2020 - 17:00 EST		07/20/2020 - 15:37 EST

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5. Click on the <file name> to access the served document.

Documents Served by ECAB Help

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ESERVE-ECAB-2007-000399	Test_eServe_ECAB-2012-01285233.pdf	Auto generated serving	TEST_SERVE	07/20/2020 - 15:26 EST	07/20/2020 - 17:00 EST		07/20/2020 - 15:37 EST

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6. The **Accessed On** date will be displayed in the column.

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