HOW TO ACCESS APPEALS IN ARB?

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

2. Click on the **Access Appeals** button.
3. Search any appeal using the relevant string and filters and click on the ‘Add to Dashboard’ button that is displayed only if one of the appeals is selected.

4. A confirmation page will be displayed. Select the organization and click on the Submit button.

5. The accessed appeal will be shown in your ‘Accessed Appeals’ table with the ‘Observer’ user type along with a confirmation message.
6. Click on the **View More** button to view all the access requests.

7. All the requested appeals will be listed on the page.