

# HOW TO ACCESS APPEALS IN ECAB?

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

### Dashboard



2. Click on the Access Appeals button.

*	Dashboard	ECAB Dashboard	
			ECAB Dashboard
			File a New Appeal - ECAB Access Appeals



 Search any appeal using relevant strings and filters and click on the 'Add to Dashboard' button that is displayed only if one of the appeals is selected.

Search Appe	als							
						Help 😧		
Search Appeals								
ECAB-2012-0128		0						
Search using Agency (OWCF	9, OALJ) Case Number, Docket Number, Clair	mant Name						
or eFile Case Number.								
<ul> <li>Advanced Filter</li> </ul>								
Docket Number		OWCP Number		Claimant Name		_		
Search Docket Num	iber	Search OWCP Number	Search OWCP Number					
						_		
- 5'1- 6 Normhan								
eFile Case Number								
Search eFile Case N	lumber							
You can further filter the appe	eals using Docket Number, Claimant Name,	eFile Case Number.						
Search C	Clear Selection and Filters Cle	ear Filters Add to Dashboard						
Multiple appeals can be selec	ted							
Search Results								
Select Cases	Docket Number	OALJ Case Number	Claimant Name		eFile Case Number			
	ECAB-2012-0128		Mr. FNAME88458 MNAME87533 JONES		EFS-ECAB-1110-050001			
Add to Dashboard								

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.

#### ECAB Dashboard



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

#### ECAB Dashboard

File a New Appeal - ECAB     Access Appeals									
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 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	09/18/20 - 12:25:53 EST	Observer	Joseph's Org, addrsstest				
* All times displayed in US Eastern Timezone									

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

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.									
Docket Number/eFile Case Number     Apply									
Docket Number	eFile Case Number	Claimant Name	Initial Access	User Type	Organization				
ECAB-2012-0128	EFS-ECAB-1110-050001	Mr. FNAME88458 MNAME87533 JONES	09/18/20 - 12:25:53 EST	Observer	Joseph's Org , addrsstest				