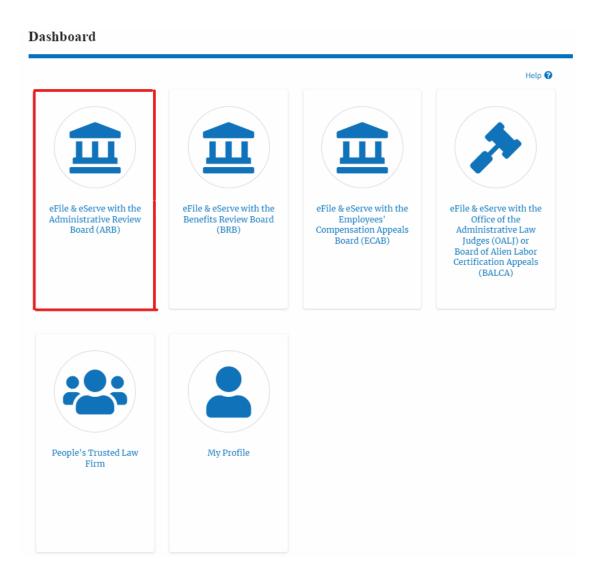


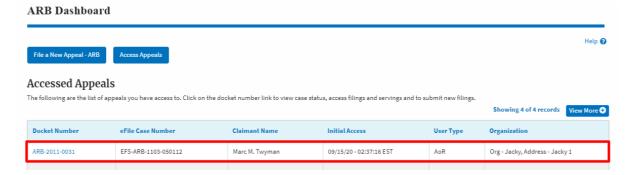
eFile and eServe

HOW TO DELEGATE ACCESS TO AN APPEAL IN ARB?

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



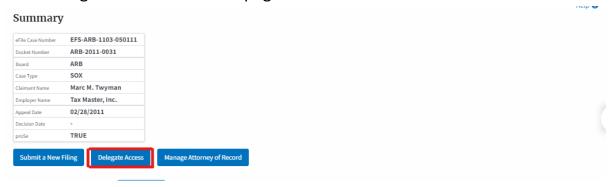
2. Click on the <Docket Number> link with **User Type** "**AoR**". The user is navigated to the appeal details page.



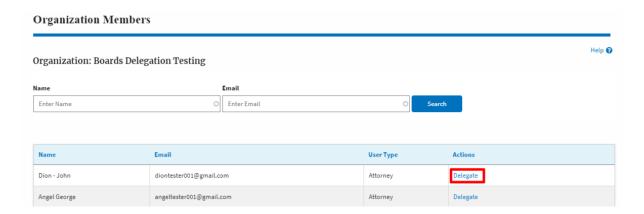


eFile and eServe

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

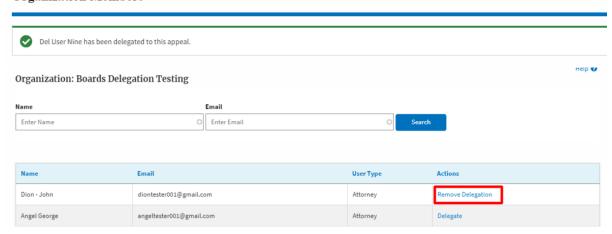


4. From the **Organization Members** table displayed, click on the **Delegate** link under the 'Actions' table header against the user to be delegated.



5. The delegate confirmation will be displayed. Also, the "Delegate" link against delegated members changes to "Remove Delegation".

Organization Members





eFile and eServe

6. On the **Appeal Details** page, the delegated member will be displayed in the **Delegated User** table.

