HOW TO DELEGATE ACCESS TO AN APPEAL IN BRB?

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

2. Click on the approved Docket Number link with user type AoR. The user is navigated to the appeal details page.
3. Click on the ‘Delegate Access’ button. The user is navigated to the ‘Organization Members’ page.

Summary

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

5. Delegate user confirmation will be displayed. Also, the “Delegate” link against delegated members changes to “Remove Delegation”.
6. On the **Appeal Details** page, the delegated member will be displayed in the **Delegated User** table.