HOW TO DELEGATE ACCESS TO AN APPEAL IN ECAB?

1. Click on the **ECAB** 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.

Appeal Details

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”.

Organization Members

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Organization: Boards Delegation Testing

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>User Type</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dion John</td>
<td>dion@<a href="mailto:tester001@gmail.com">tester001@gmail.com</a></td>
<td>Attorney</td>
<td>Delegate</td>
</tr>
<tr>
<td>Angel George</td>
<td>angel@<a href="mailto:tester01@gmail.com">tester01@gmail.com</a></td>
<td>Attorney</td>
<td>Delegation</td>
</tr>
</tbody>
</table>

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