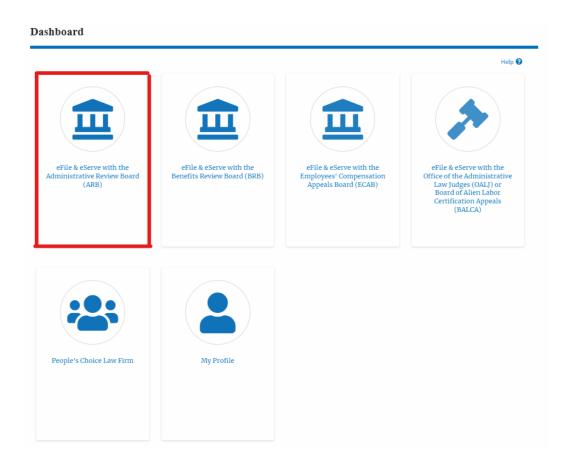


## eFile and eServe

## HOW TO DELEGATE ACCESS TO AN APPEAL IN ARB?

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



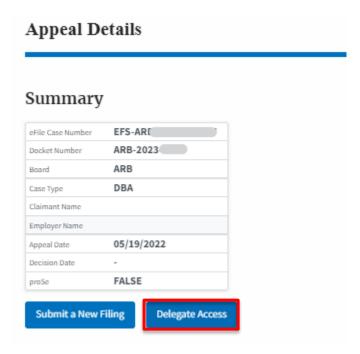
2. Click on the approved <Docket Number> link. The user is navigated to the appeal details page.



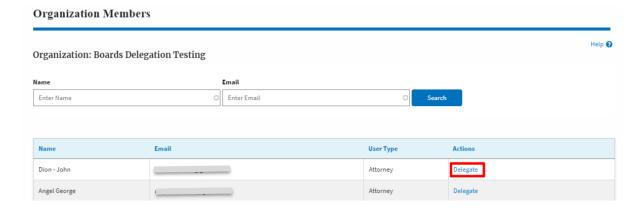
3. Click on the 'Delegate Access' button. The user is navigated to the 'Organization Members' page.



## eFile and eServe



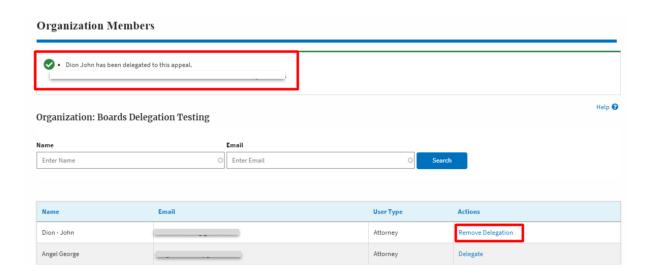
4. From the Organization members table displayed, click on the Delegate link under the 'Actions' table header against the user to be delegated.



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



## eFile and eServe



6. On the Appeal details page, the delegated member will be displayed in the New Appeal table/Accessed Appeals table.

