



## eFile and eServe

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

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

#### Dashboard

The dashboard features a grid of tiles. The top row contains four tiles: 'eFile & eServe with the Administrative Review Board (ARB)', 'eFile & eServe with the Benefits Review Board (BRB)' (highlighted with a red border), 'eFile & eServe with the Employees' Compensation Appeals Board (ECAB)', and 'eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)'. The bottom row contains two tiles: 'People's Choice Law Firm' and 'My Profile'. A 'Help' icon is visible in the top right corner.

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

#### BRB Dashboard

The BRB Dashboard includes buttons for 'File a New Appeal - BRB' and 'Request Access to Appeals'. Below is the 'My Access Requests' section, which displays a table of access requests. The first record is highlighted with a red border.

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
BRB-2012-0191	BRB-2009-510201	LDA	APPROVED	09/14/2020 - 05:06 EST	View

\* All times displayed in US Eastern Timezone

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



## Appeal Details

### Summary

eFile Case Number	[Redacted]
Docket Number	BRB-2-[Redacted]
Board	BRB
Case Type	BLA
Claimant Name	[Redacted]
Employer Name	[Redacted]
Appeal Date	03/19/2021
Decision Date	02/22/2021
proSe	FALSE

[Submit a New Filing](#)

[Delegate Access](#)

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

### Organization Members

Organization: Boards Delegation Testing

[Help](#)

Name	Email	
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>	<input type="button" value="Search"/>

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	<a href="#">Delegate</a>
Angel George	angeltester001@gmail.com	Attorney	<a href="#">Delegate</a>

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



## eFile and eServe

### Organization Members

✓ • Dion John has been delegated to this appeal.

Help ?

#### Organization: Boards Delegation Testing

Name	Email
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	<input type="button" value="Remove Delegation"/>
Angel George	angeltester001@gmail.com	Attorney	<input type="button" value="Delegate"/>

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

### Delegated Users

Showing 1 of 1 records

Name	Address	Delegated By	Organization
Dion John	200 Constitution Avenue, NW, Washington, United States, California, 20211-1111	Emma Sunny	Boards Delegation Testing, 200 Constitution Avenue, NW