



eFile and eServe

HOW TO DELEGATE ACCESS TO AN APPEAL IN ECAB?

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

Dashboard

The dashboard features six tiles arranged in two rows. The top row contains four tiles, each with a blue icon and text: 'eFile & eServe with the Administrative Review Board (ARB)', 'eFile & eServe with the Benefits Review Board (BRB)', '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 ECAB tile is highlighted with a red border. The bottom row contains two tiles: 'People's Choice Law Firm' and 'My Profile'. A 'Help' link is visible in the top right corner.

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

ECAB Dashboard

The ECAB Dashboard includes buttons for 'File a New Appeal - ECAB' and 'Request Access to Appeals'. Below is the 'My Access Requests' section, which lists appeals with access. The table below shows two records, with the first record highlighted in red.

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
ECAB-2012-0128	ECAB-2009-510208	FECA	APPROVED	09/14/2020 - 07:38 EST	View
ECAB-2020-2494	ECAB-2009-902902	FECA	SUBMITTED	09/10/2020 - 03:04 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	EFS-EC. [REDACTED]
Docket Number	ECAB-2023 [REDACTED]
Board	ECAB
Case Type	FECA
Claimant Name	
Employer Name	
Appeal Date	05/28/2022
Decision Date	-
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: [Search](#)

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	Delegate
Angel George	angeltester001@gmail.com	Attorney	Delegate

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



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Organization Members

✓ • Dion John has been delegated to this appeal.

Organization: Boards Delegation Testing [Help](#)

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

[Search](#)

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	Remove Delegation
Angel George	angeltester001@gmail.com	Attorney	Delegate

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

Delegated Users

Showing 1 of 1 records [View More](#)

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