HOW TO DELEGATE ACCESS TO THE CASE?

1. Click on the eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA) tile from the main dashboard.

2. Click on the approved <OALJ Case Number> link. The user is navigated to the case details page.

3. Click on the Delegate Access button. The user is navigated to the Organization Members page.
4. From the Organization members table displayed, click on the Delegate link under the Actions column header against the user to be delegated.

5. Delegate user confirmation will be displayed and the link against delegated member changes to Remove Delegation.

6. Click on <eFile Case Number> on the breadcrumb to go back to the case details page.
Organization Members

7. The delegated member will be displayed in the Delegated User table.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Delegated By</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Max</td>
<td>Address 1, City 123, United States, Louisiana, 14782</td>
<td>Thomas Mathew</td>
<td>Wingstein and Droger Attorneys at Law, 201 Constitution Ave</td>
</tr>
</tbody>
</table>