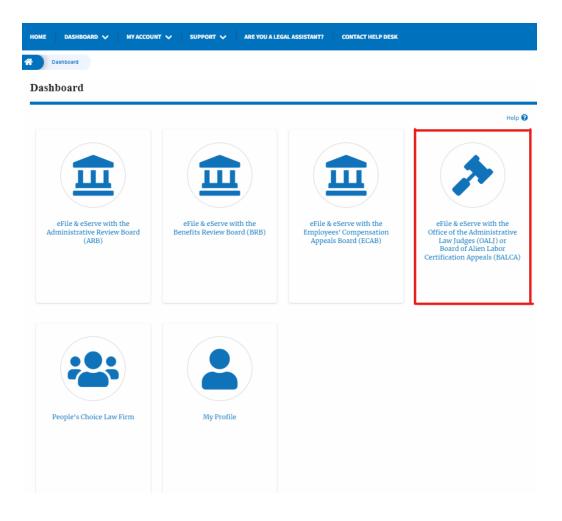


HOW TO DELEGATE ACCESS TO THE CASE?

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.

OALJ and BALCA Dashboard						
File a New Case Request Access to Cases Multi Case Filing						
My Access Requests The following are the cases you have access to. Click on the OALJ Case Number link to access case filings and servings and to submit new filings.						
					Showing 1 of 1 records	View More 🛨
OALJ Case Number	eFile Number	Claimant Name	Employer Name	Status	Last Updated On	Details
2018BLA05689	OALJ-2010-510590	JARVIS CARLOS G SR		APPROVED	10/15/2020 - 09:01 EST	View
* All times displayed in US East	ern Timezone					

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



Case Details

Summary	•
eFile Case Number	EFS-OALJ-2007-200182
OALJ Case Number	2018BLA05689
Agency Reference #	BR7R4-2016187
Case Type	BLA
Case Type Group	BLACK LUNG
ALJ Decision Date	
Claimant Name	JARVIS CARLOS G SR
EmployerName	
Status	OPEN
Docketed Date	07/11/2020 - 13:21 EST

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

Organization Members					
Organization: Wingstein and Dragger Attorneys at Laws					
Name	Email				
Enter Name	O Enter Email	O Search			
Name	Email	User Type	Actions		
Carol Max	caroltester001@gmail.com	Attorney	Delegate		
Joseph Joseph	rahultester002@gmail.com	Attorney	Delegate		

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

Organization Members

 Carol Max has been delegated to t An email notification has been ser Organization: Wingstein and	t to Carol Max at caroitester001@gmail.com.				Help 😡
Name	Email				
Enter Name	O Enter Email		0 Search		
Name	Email	User Type	2	Actions	
Carol Max	caroltester001@gmail.com	Attorney		Remove Delegation	
Joseph Joseph	rahultester002@gmail.com	Attorney		Delegate	

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



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

]	Delegated	Users		Showing 1 of 1 records View More 🕈		
	Name	Address	Delegated By	Organization		
	Carol Max	Address 1, City 123, United States, Louisiana, 14752	Thomas Mathew	Wingstein and Dragger Attorneys at Laws, 56 Constitution Ave		