HOW TO NAVIGATE THROUGH THE HEADER MENUS?

1. From any page, click on the **HOME** menu to navigate to the eFile and eServe Homepage.

![eFile and eServe Homepage](image)

2. Click on **DASHBOARD** to display the dropdown menu.

![Dashboard](image)

**Dashboard**

- **eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)**
- **KK Reporting Firm**
- **My Profile**
3. To navigate to the dashboard for OALJ or BALCA, click on the sub-menu **OALJ and BALCA Dashboard** from the **DASHBOARD** header menu.

4. Click on the header menu **My Account** to access the My Account dropdown.
5. Click on the sub-menu **My Profile** from the **MY ACCOUNT** header menu to access the ‘My Profile’ page.

6. Click on the sub-menu **My Organizations** menu from the **MY ACCOUNT** header menu to access the ‘My Organizations’ page.
7. Click on the header menu **Support** to access the Support drop.

8. Click on the sub-menu **Frequently Asked Questions (FAQ)** from the **SUPPORT** header menu to access the ‘FAQ’ page.
9. Click on the sub-menu **Video Tutorials** from the **SUPPORT** header menu to access the ‘Video Tutorials’ page.

10. Click on the sub menu **User Guides** from the **SUPPORT** header menu to access the ‘User Guides’ page.
11. Click on the sub menu Contact from the SUPPORT header menu to access the ‘Contact’ page.

12. Click on the sub-menu Webinars from the SUPPORT header menu to access the Recordings of the webinars conducted.

13. Click on the sub-menu Are you a Legal Assistant from the header menu to access the instructions and links to user guides of Legal assistants.
14. Click on **Contact Help Desk** from the header menu to access the ‘Contact’ page directly.