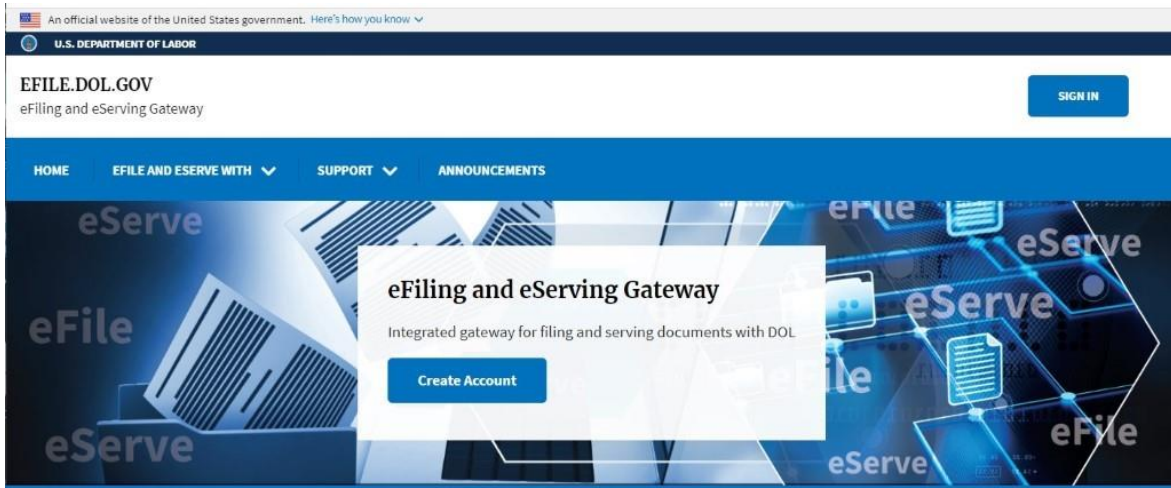




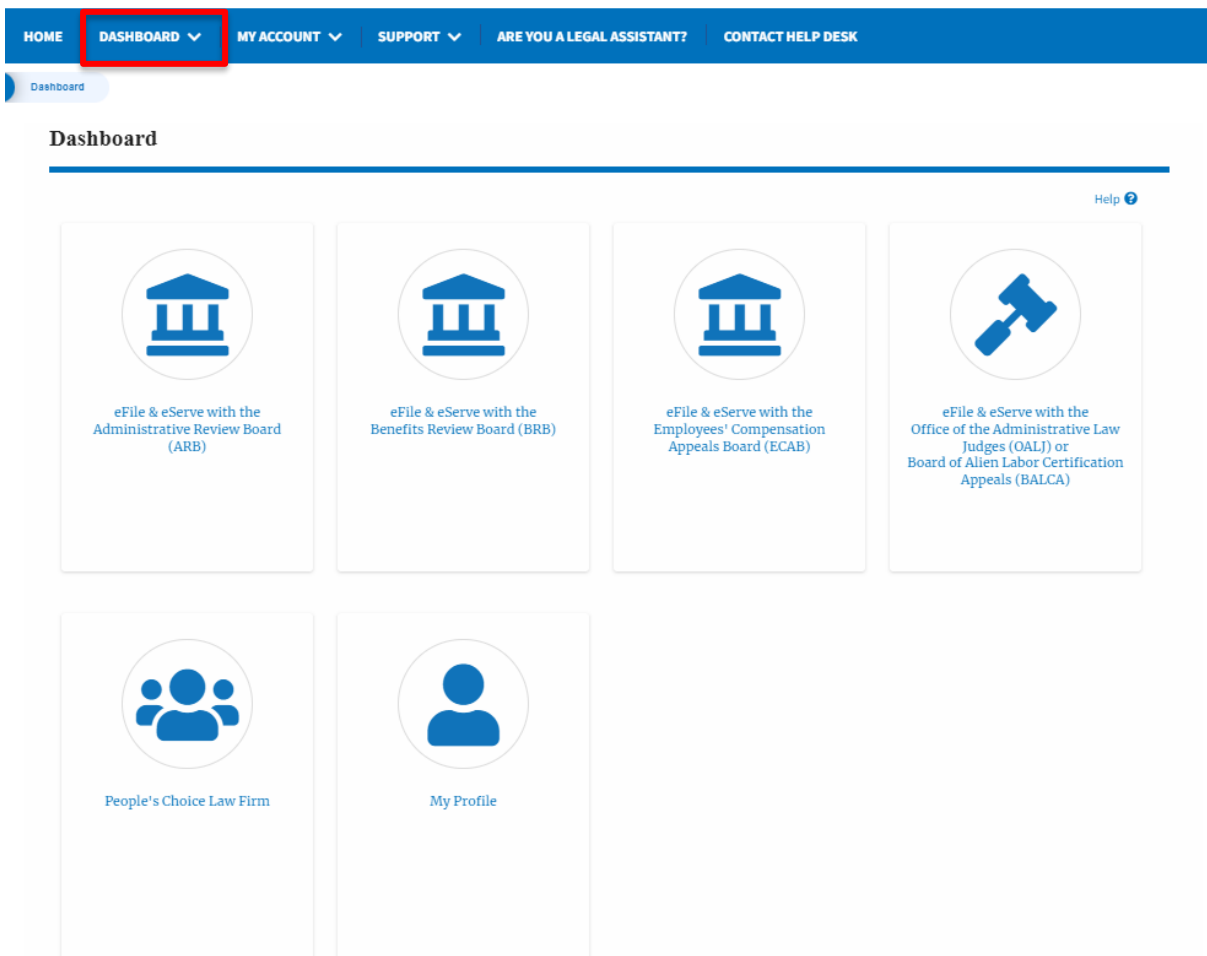
## eFile and eServe

### HOW TO NAVIGATE THROUGH THE HEADER MENUS?

1. Click on the **HOME** menu to navigate to the **eFile and eServe Homepage**.



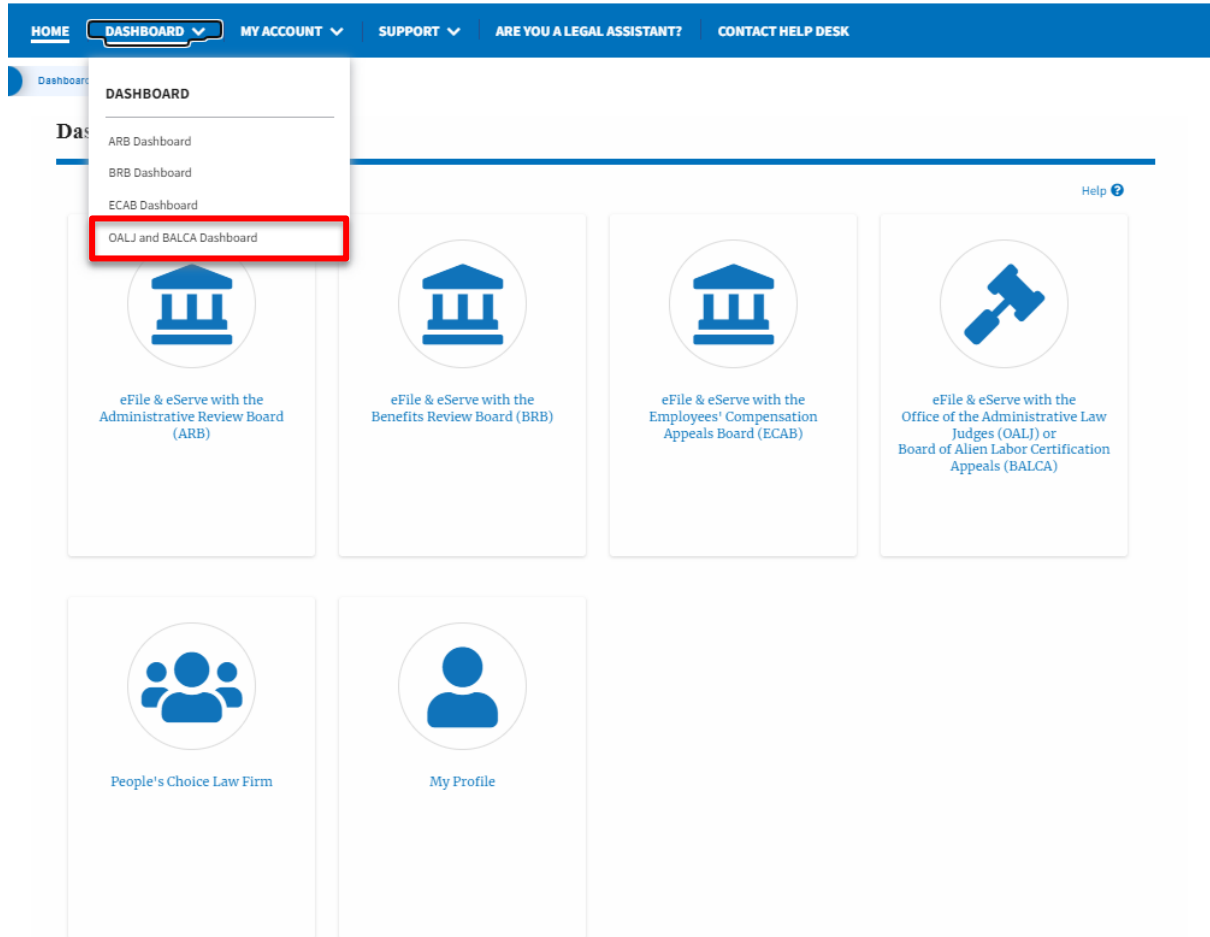
2. Click on **DASHBOARD** to display the dropdown menu.





## eFile and eServe

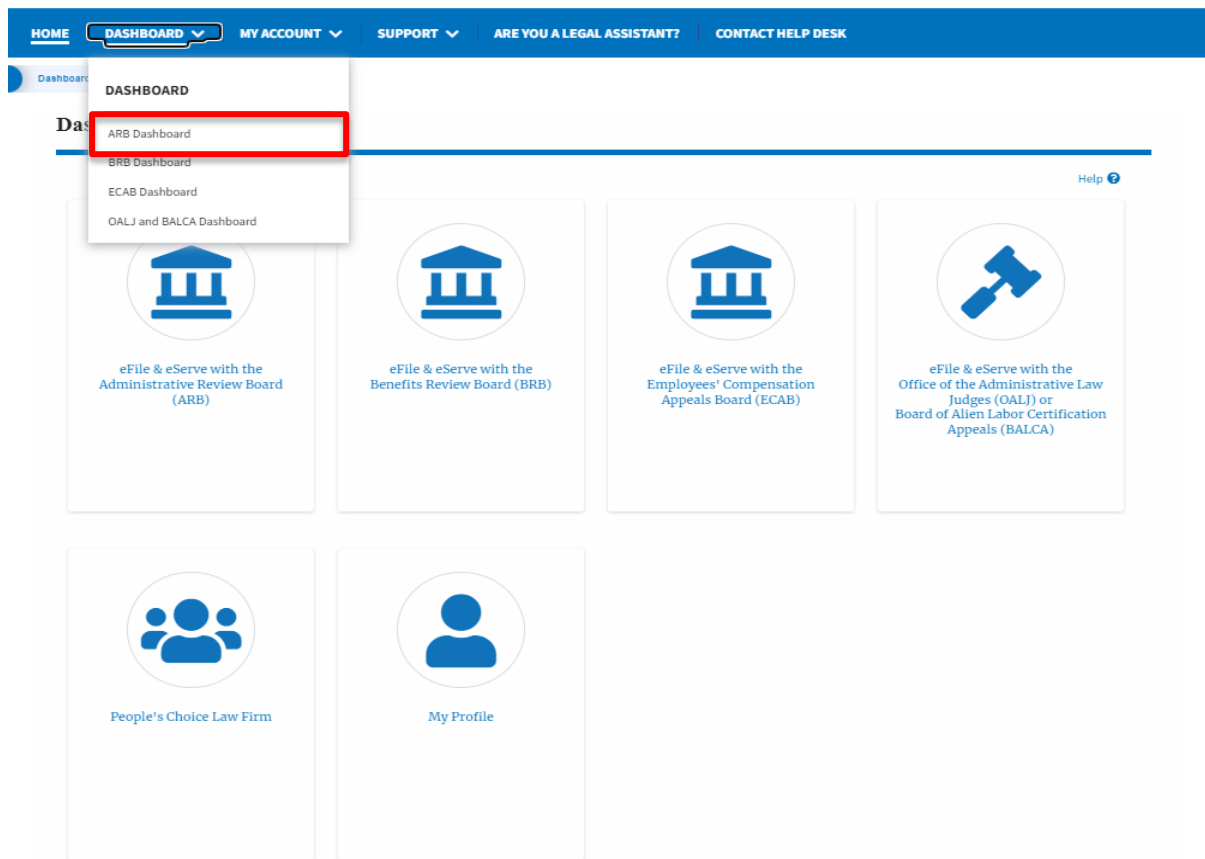
- To navigate to the dashboard for OALJ and BALCA, click on the sub-menu **OALJ and BALCA Dashboard** from the **DASHBOARD** header menu.



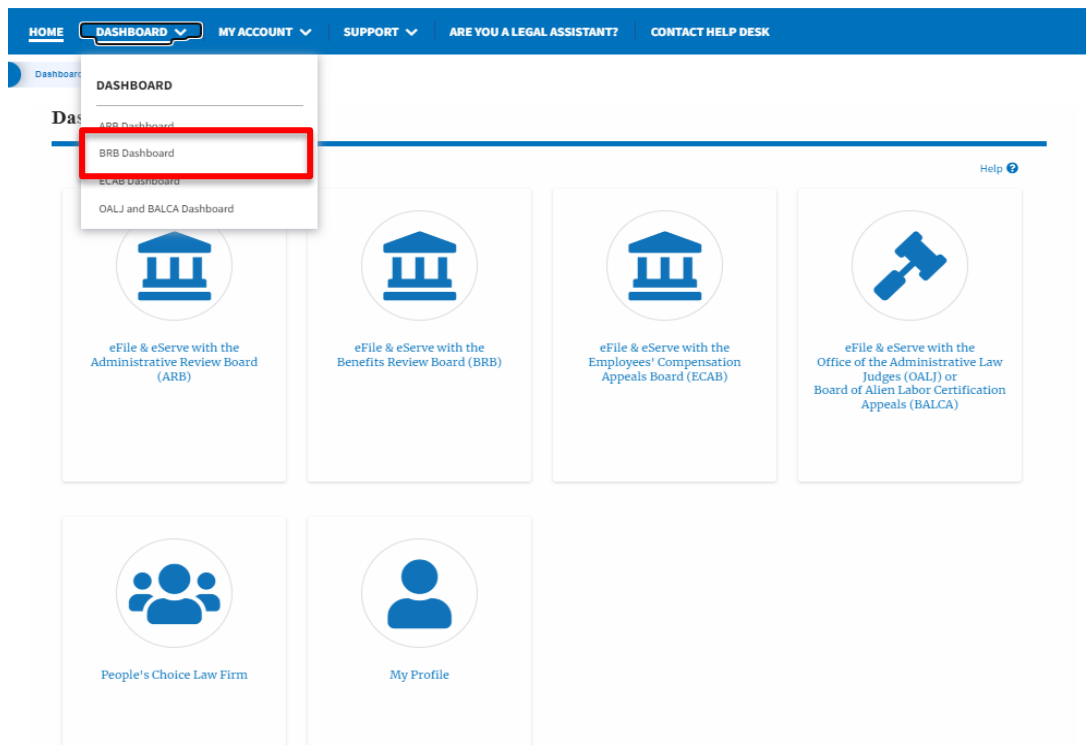
- To navigate to the ARB Appeals dashboard, click on the sub-menu **ARB Dashboard** from the **DASHBOARD** header menu.



# eFile and eServe



5. To navigate to the BRB Dashboard, click on the sub-menu **BRB Dashboard** from the **DASHBOARD** header menu.





## eFile and eServe

- To navigate to the ECAB Dashboard, click on the sub-menu **ECAB Dashboard** from the **DASHBOARD** header menu.

The screenshot shows the top navigation bar with the following items: HOME, DASHBOARD (with a dropdown arrow), MY ACCOUNT (with a dropdown arrow), SUPPORT (with a dropdown arrow), ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. The DASHBOARD dropdown menu is open, showing the following options: DASHBOARD, ARB Dashboard, BRB Dashboard, ECAB Dashboard (highlighted with a red box), and OALJ and BALCA Dashboard. Below the navigation bar, the dashboard content is visible, featuring a grid of icons and text for various services: 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), eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA), People's Choice Law Firm, and My Profile. A Help icon is located in the top right corner of the dashboard area.

- Click on the header menu **My Account** to access the My Account dropdown.

The screenshot shows the top navigation bar with the following items: HOME, DASHBOARD (with a dropdown arrow), MY ACCOUNT (with a dropdown arrow and highlighted with a red box), SUPPORT (with a dropdown arrow), ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below the navigation bar, the dashboard content is visible, featuring a grid of icons and text for various services: 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), eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA), People's Choice Law Firm, and My Profile. A Help icon is located in the top right corner of the dashboard area.



## eFile and eServe

- Click on the sub-menu **My Profile** from the **MY ACCOUNT** header menu to access the 'My Profile' page.

The screenshot displays the user interface of the eFile and eServe system. At the top, a blue navigation bar contains the following items: HOME, DASHBOARD, MY ACCOUNT (highlighted with a red box), SUPPORT, ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below this bar, a dropdown menu for MY ACCOUNT is open, showing two options: My Profile (highlighted with a red box) and My Organizations. The main content area is titled 'Dashboard' and features a grid of six service tiles. The first four tiles are for eFile & eServe with various boards: Administrative Review Board (ARB), Benefits Review Board (BRB), Employees' Compensation Appeals Board (ECAB), and the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA). The last two tiles are for 'People's Choice Law Firm' and 'My Profile'. A 'Help' icon is visible in the top right corner of the dashboard area.

- Click on the sub-menu **My Organizations** menu from the **MY ACCOUNT** header menu to access the 'My Organizations' page.



# eFile and eServe

HOME DASHBOARD MY ACCOUNT SUPPORT ARE YOU A LEGAL ASSISTANT? CONTACT HELP DESK

Dashboard

MY ACCOUNT

- My Profile
- My Organizations

Help ?

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)

eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)

People's Choice Law Firm

My Profile

10. Click on the header menu **Support** to access the Support drop.

HOME DASHBOARD MY ACCOUNT SUPPORT ARE YOU A LEGAL ASSISTANT? CONTACT HELP DESK

Dashboard

Dashboard

Help ?

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)

eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)

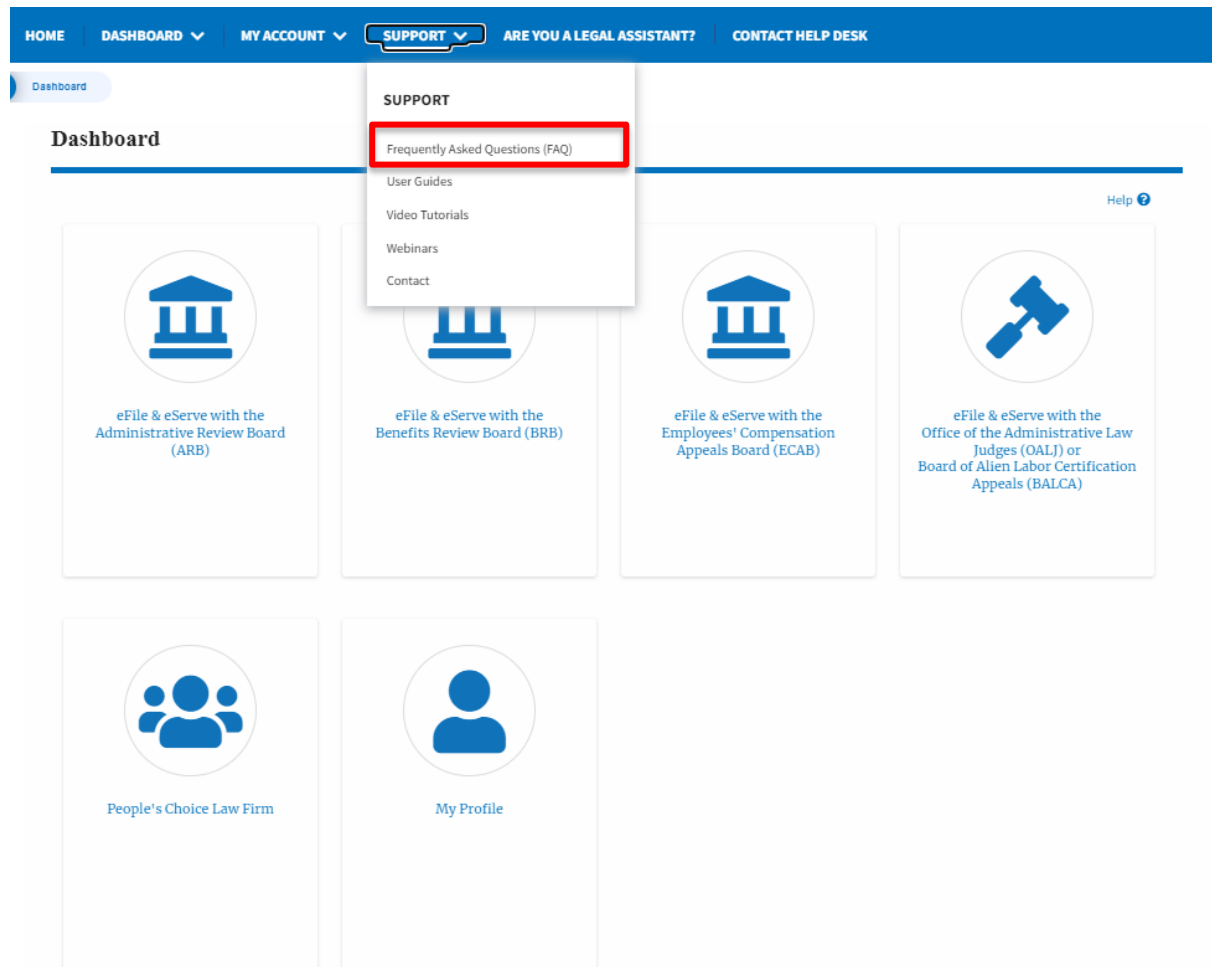
People's Choice Law Firm

My Profile



## eFile and eServe

11. Click on the sub-menu **Frequently Asked Questions (FAQ)** from the **SUPPORT** header menu to access the 'FAQ' page.



12. Click on the sub-menu **Video Tutorials** from the **SUPPORT** header menu to access the 'Video Tutorials' page.



# eFile and eServe

The screenshot shows the top navigation bar with 'HOME', 'DASHBOARD', 'MY ACCOUNT', 'SUPPORT', 'ARE YOU A LEGAL ASSISTANT?', and 'CONTACT HELP DESK'. The 'SUPPORT' menu is open, showing 'Frequently Asked Questions (FAQ)', 'User Guides', 'Video Tutorials', 'Webinars', and 'Contact'. The 'Video Tutorials' option is highlighted with a red box. Below the menu, the dashboard features several tiles: '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)', 'eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)', 'People's Choice Law Firm', and 'My Profile'. A 'Help' icon is visible in the top right corner of the dashboard area.

13. Click on the sub menu **User Guides** from the **SUPPORT** header menu to access the 'User Guides' page.

This screenshot is identical to the one above, but the 'User Guides' option in the 'SUPPORT' menu is highlighted with a red box instead of 'Video Tutorials'. The rest of the dashboard layout, including the navigation bar and various service tiles, remains the same.





## eFile and eServe

14. Click on the sub menu **Contact** from the **SUPPORT** header menu to access the 'Contact' page.

The screenshot shows the dashboard interface. At the top, there is a blue navigation bar with the following items: HOME, DASHBOARD (with a dropdown arrow), MY ACCOUNT (with a dropdown arrow), SUPPORT (with a dropdown arrow and a red box around it), ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below the navigation bar, the 'Dashboard' page is visible. A 'SUPPORT' dropdown menu is open, listing the following options: Frequently Asked Questions (FAQ), User Guides, Video Tutorials, Webinars, and Contact. The 'Contact' option is highlighted with a red rectangular box. The main dashboard area contains several cards for eFile & eServe services, including Administrative Review Board (ARB), Benefits Review Board (BRB), Employees' Compensation Appeals Board (ECAB), and Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA). There are also cards for 'People's Choice Law Firm' and 'My Profile'.

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



## eFile and eServe

The screenshot shows the eFile and eServe dashboard. At the top, there is a blue navigation bar with the following items: HOME, DASHBOARD (with a dropdown arrow), MY ACCOUNT (with a dropdown arrow), SUPPORT (with a dropdown arrow), ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below the navigation bar, the word "Dashboard" is displayed. A "SUPPORT" dropdown menu is open, listing the following options: Frequently Asked Questions (FAQ), User Guides, Video Tutorials, Webinars (highlighted with a red box), and Contact. The main content area of the dashboard features several cards with icons and text:

- Card 1: eFile & eServe with the Administrative Review Board (ARB)
- Card 2: eFile & eServe with the Benefits Review Board (BRB)
- Card 3: eFile & eServe with the Employees' Compensation Appeals Board (ECAB)
- Card 4: eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)
- Card 5: People's Choice Law Firm
- Card 6: My Profile

A "Help" icon with a question mark is located in the top right corner of the dashboard area.

16. Click on the sub-menu **Are you a Legal Assistant** from the header menu to access the instructions and links to user guides for Legal Assistants.



# eFile and eServe

HOME DASHBOARD ▼ MY ACCOUNT ▼ SUPPORT ▼ **ARE YOU A LEGAL ASSISTANT?** CONTACT HELP DESK

Dashboard

## Dashboard

Help ?

 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)	 eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)
 People's Choice Law Firm	 My Profile		

17. Click on **Contact Help Desk** from the header menu to access the 'Contact' page directly.

HOME DASHBOARD ▼ MY ACCOUNT ▼ SUPPORT ▼ ARE YOU A LEGAL ASSISTANT? **CONTACT HELP DESK**

Dashboard

## Dashboard

Help ?

 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)	 eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)
 People's Choice Law Firm	 My Profile		