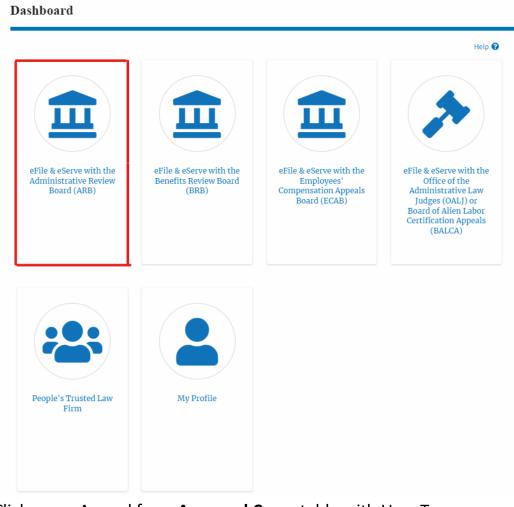
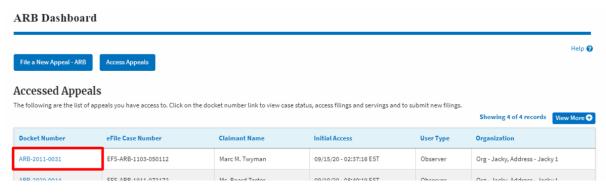


HOW TO BECOME AN ATTORNEY OF RECORD?

1. Click on the **ARB** tile from the main dashboard.



 Click on an Appeal from Accessed Cases table with User Type "Observer".





3. The appeal details page will be displayed with the **Remove from My Dashboard** and **Manage Attorney of Record** buttons.

Appeal Details

Summary

02/28/2011	
02/28/2011	
· · · · · · · ·	
······································	
SOX	
ARB	
ARB-2011-0031	
EFS-ARB-1103-050111	
	ARB-2011-0031 ARB SOX

4. Click on the Manage Attorney of Record button.

Appeal Details

Summary

Remove From I	Wy Dashboard	Manage Attorney of Record
proSe	TRUE	
Decision Date	-	
Appeal Date	02/28/2011	
Employer Name		
Claimant Name	··· · · · - , ·	
Case Type	SOX	
Board	ARB	
Docket Number	ARB-2011-0031	
eFile Case Number	EFS-ARB-1103-0	050111

5. All the attorneys in the organization will be displayed with the option to make Attorney of Record. Click on the link Make AoR.



Manage Attorney of Record

Organization: People's Trusted Law Firm						
Name	Email	OSearch				
Name	Email	Actions				
Claire Cooper	11 II 11 11 11 11 11 11 11 11 11 11 11 1	Make AOR				
Attorney One		Make AOR				

 The case details page is then displayed with Submit a New Filing, Manage Attorney of Record, and Delegate Access buttons along with a confirmation message.

Appeal Details

ummary	,	
ile Case Number	EFS-ARB-1103-050111	
ocket Number	ARB-2011-0031	
ard	ARB	
se Type	SOX	
imant Name	Marc M. Twyman	
iployer Name	Tax Master, Inc.	
opeal Date	02/28/2011	
cision Date		
roSe	TRUE	

7. Click on the **ARB Dashboard** breadcrumb to go to the appeal dashboard.



Appeal Details

8. The accessed case will be shown in your **Accessed Appeals** table with User Type **AoR**.

ARB Dashboar	·d					
File a New Appeal - ARB	Access Appeals				н	Help 🕜
	Accessed Appeals are following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings. Showing 4 of 4 records View MA					
Docket Number	eFile Case Number	Claimant Name	Initial Access	User Type	Organization	
ARB-2011-0031	EFS-ARB-1103-050112	Marc M. Twyman	09/15/20 - 02:37:16 EST	AoR	Org - Jacky, Address - Jacky 1	
ADD 2020 0014	EEC ADD 1011 070170	Me Doord Testor	00/10/20 00-40-10 ECT	Observer	Org. Jacky Address. Jacky 1	