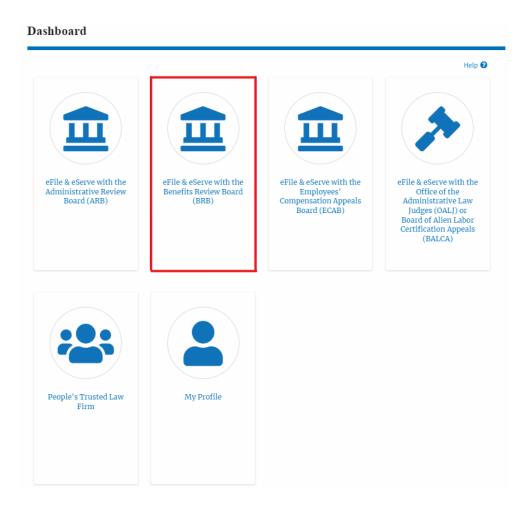
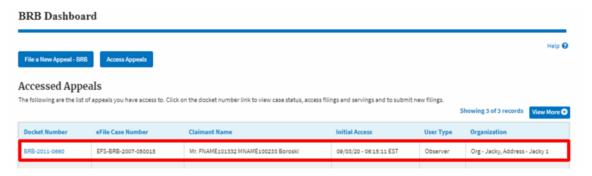
#### HOW TO BECOME AN ATTORNEY OF RECORD?

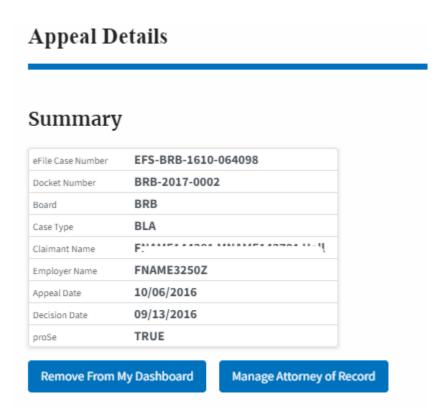
1. Click on the BRB tile from the main dashboard.



2. 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.

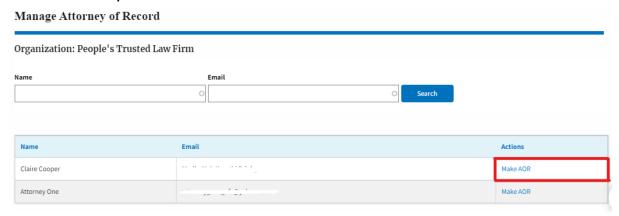


4. Click on the Manage Attorney of Record button.





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



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

## **Appeal Details** Claire Cooper is now an Attorney of Record. Summary eFile Case Number EFS-BRB-1610-064098 BRB-2017-0002 Docket Number BRB Board Case Type Claimant Name Employer Name 10/06/2016 Appeal Date 09/13/2016 Decision Date TRUE Submit a New Filing **Delegate Access** Manage Attorney of Record

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



# **Appeal Details**

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

