



eFile and eServe

HOW DO YOU ACCESS THE ORGANIZATION PAGE?

1. Login to your account and click on the “My Account” dropdown and select “My Organization” or click on the Organization name tile.

The screenshot shows the user interface of the eFile and eServe system. At the top, there is a navigation bar with links for HOME, DASHBOARD, MY ACCOUNT (highlighted with a dropdown arrow), SUPPORT, ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below this, a 'MY ACCOUNT' dropdown menu is open, showing options for My Profile and My Organizations (highlighted with a red box). The main dashboard area contains several tiles for eFile & eServe with various boards: Administrative Review Board (ARB), Benefits Review Board (BRB), Employees' Compensation Appeals Board (ECAB), Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA), and People's Choice Law Firm (highlighted with a red box). A 'My Profile' tile is also visible.

2. My Organization main page will be displayed and click on the organization name to see more options on the Organization dashboard.

My Organizations

[Add Organization](#) [Search Organizations](#) [Help](#)

Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
People's Choice Law Firm	Public		Claire Cooper		9879879876	554004 NE.444 ST , Ohio , United States	Edit



eFile and eServe

- Users will be displayed with the details of the organization and a few buttons such as Cases, Appeals, Members, and Mailboxes.

Note that the organization administrator's view will be slightly different.

Organization Details



Organization Name	People's Choice Law Firm
Address	554004 NE.444 ST
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	
Organization Type	Public
Website	
Administrator 1 Name	Claire Cooper
Administrator 1 Email	
Administrator 1 Contact Number	9879879876
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	



eFile and eServe

- Click on the Cases button to view all the cases the members of the organization has access to or tried to access. Through this page, anyone in the organization can delegate case access to any members of the organization or remove the access from the cases delegated.

All Cases

Details **Cases** Appeals Members

Search Cases

You can search using OALJ Case Number, Claimant Name, Employer Name, Agency Reference Number

Advanced Filters

Search

Select Cases	OALJ Case Number	Claimant Name	Employer Name	Party/Rep/Attorney	Office Name	Judge Name	Agency Reference Number	Status	Last Updated	Members
<input type="checkbox"/>	Pending Assignment			New Case by John Smith				Submission Received and Pending Review	June 10, 2022	View
<input type="checkbox"/>	2020TLN00	██████████ ██████████ ██████████	██████████ ██████████ ██████████	Access Request by John Smith	CHERRY HILL (DC)	TIMLIN,THERESA	██████████ ██████████	Submission Received and Pending Review	June 7, 2022	View
<input type="checkbox"/>	2019DBA000		██████████ ██████████ ██████████	Access Request by ██████████	BOSTON	██████████	██████████	Submission Received and Pending Review	May 18, 2022	View

Delegate Access Remove Delegation



eFile and eServe

- Click on the Appeals button to view all the appeals, the members of the organization have access to or tried to access. Through this page, anyone in the organization can delegate appeal access to any members of the organization or remove the access from the appeals delegated.

All Appeals

Details Cases **Appeals** Members

Search Appeals

Search using Agency (OWCP, OALJ) Case Number, Docket Number, Claimant Name, Employer Name or eFile Case Number.

[Advanced Filters](#)

Select Appeals	Docket number	Claimant Name	Employer Name	Party/Rep/Attorney	Status	Last Updated	Members
<input type="checkbox"/>	Pending Assignment			New Appeal by John Smith	Submission Received and Pending Review	July 1, 2022	View
<input type="checkbox"/>	ECAB-2012			Access Request by John Smith	Submission Received and Pending Review	July 1, 2022	View
<input type="checkbox"/>	ECAB-2023-0020			New Appeal by Keekz Nair	Submission Accepted as a Filing	May 19, 2022	View
<input type="checkbox"/>	Pending Assignment			New Appeal by John Smith	Submission Received and Pending Review	May 19, 2022	View



eFile and eServe

- Click on the Member button to view the member details, Add or Remove members to the organization, and Edit or Manage the administrators.

All Members

[Details](#)
[Cases](#)
[Appeals](#)
[Members](#)
[Mailboxes](#)

Name	People's Choice Law Firm
Website	
Organization Email	
Contact Name	Claire Cooper
Contact Number	9879879876
Organization Type	Public
Address	554004 NE.444 ST , United States

[Add Members](#)
[Edit Organization](#)
[Manage Administrators](#)

Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac	tijutester123@gmail.com	Attorney	Public	10/14/2020 - 02:05 EST

Active Members

Name or Email

Name	Email	User Type	User Role	Created On	Actions
Tiju Issac	tijutester123@gmail.com	Attorney	Public	10/14/2020 - 02:05 EST	

Join Requests

Name or Email

Name	Email	User Type	User Role	Created On	Actions
There are no join requests to this organization.					

Note: Red colored emails show a mismatch with the organization domain.

Pre-Approved Members

Email

Email	Status	Created On	Actions
There are no pre-approved members in this organization.			



eFile and eServe

- Click on the Mailboxes button to create and manage mailboxes.

Manage Mailboxes

Organization: People's Choice Law Firm

Help ?

Add Mailbox

Search

Enter Mailbox(es)

Search

Name	Email	Created On	Actions
There are no mailboxes in this organization.			