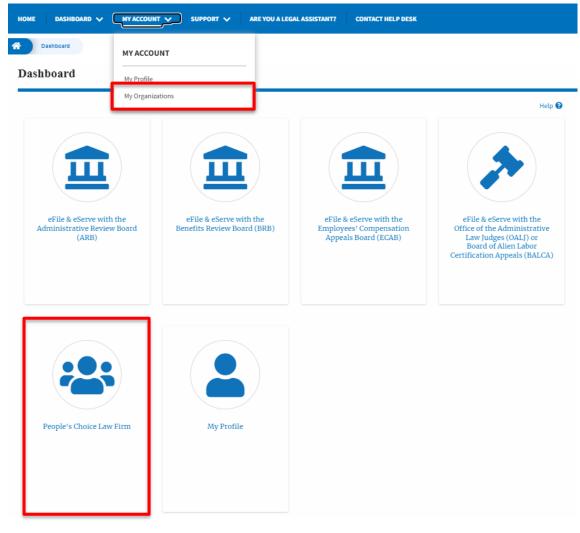


# HOW DO YOU ACCESS THE ORGANIZATION PAGE?

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



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 Sea	rch Organiz	ations					
							Help 😮
Organization	Туре	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



3. 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**

Details	Cases	Appeals	Members	Mailboxes	
Organization Name	People's (	Choice Law Firm			
Address	554004 NE	.444 ST			
Country	United St	ates			
State	Ohio				
City	Cincinnat	i			
Zipcode	45201				
Organization Email					
Organization Type	Public				
Website					
Administrator 1 Name	Claire Coo	oper			
Administrator 1 Email					
Administrator 1 Contact Number	98798798	76			
Administrator 2 Name					
Administrator 2 Email					
Administrator 2 Contact Number					



4. 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 Ca	ses									
Deta	ails	Cases	Appeals	Members						
Search Case	es									
Search					0					
You can search Advanced Fi	-	er, Claimant Name, Employ	er Name, Agency Refere	nce Number						
Search	h									
Select Cases	OALJ Case Number	Claimant Name	Employer Name	Party/Rep/Attorney	Office Name	Judge Name	Agency Reference Number	Status	Last Updated	Members
	Pending Assignment			New Case by John Smith				Submission Received and Pending Review	June 10, 2022	View
	2020TLN0C			Access Request by John Smith	CHERRY HILL (DC)	TIMLIN,THERESA		Submission Received and Pending Review	June 7, 2022	View
	2019DBA000			Access Request by	BOSTON			Submission Received and Pending Review	May 18, 2022	View





5. 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	Ap	pe	a	ls
	r	r		

Deta	ails Ca	ases Appea	ls Members				
Search App	eals						
Search	CONCE ONLING and March	ahar Daslat Number Claimant Nat	ne, Employer Name or eFile Case Number.				
Advanced Fi		nber, bocket number, claimant nar	ie, employer name of enile case number.				
Search							
Search							
Select Appeals	Docket number	Claimant Name	Employer Name	Party/Rep/Attorney	Status	Last Updated	Membe
	Pending Assignment			New Appeal by John Smith	Submission Received and Pending Review	July 1, 2022	View
	Assignment			Smith	Pending Review	2022	
	ECAB-2012			Access Request by John	Submission Received and	July 1,	View
				Smith	Pending Review	2022	
						1	-
	ECAB-2023-0020			New Appeal by Keekz Nair	Submission Accepted as a Filing	May 19, 2022	View
	Pending Assignment			New Appeal by John Smith	Submission Received and Pending Review	May 19, 2022	View

Delegate Access

Remove Delegation



 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 App	eals 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		
0 ,,			

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

## Join Requests

Join Reque	.313						
Name or Email							
Enter Name or Er	mail	Search					
Name	Email Us	er Type User Ro	le Created On	Actions			
There are no join	requests to this organization.						
Note: Red colored e	emails show a mismatch with the organiza	tion domain.					
Pre-Appro	oved Members						
Email							
Enter Email Addr	ress	Search					
Email	Status	Created On		Actions			
There are no pre-approved members in this organization.							



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

Manage Mailbox	ies				
Organization: Peopl	e's Choice Law Fir	m			Help 😧
Add Mailbox					
Search		Search			
		Search			
Name	Email		Created On	Actions	
These are an arally and in the					