



## eFile and eServe

### OVERVIEW OF HELP AND WHERE TO FIND THEM

1. Log in to your account and navigate to any page in the portal.

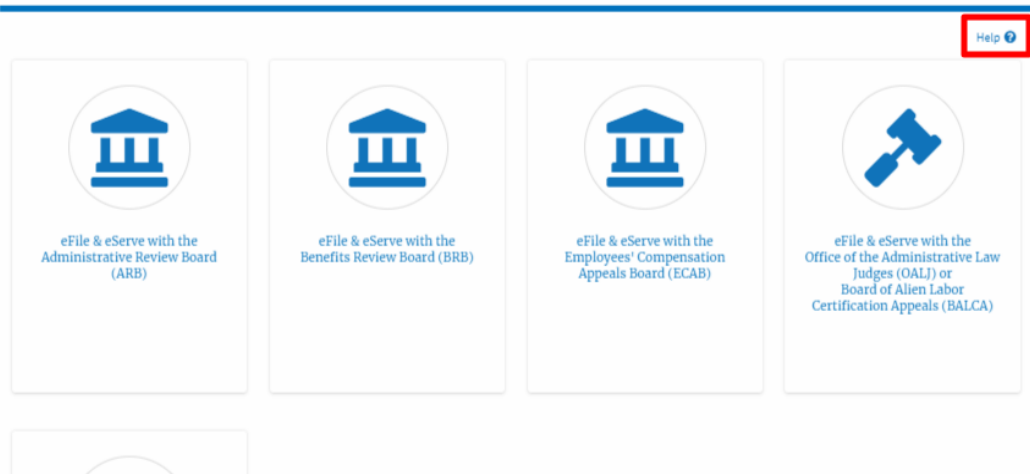
Note: All pages have this feature.

#### Dashboard



2. Click on the Help link provided at the right top of the main content page.

#### Dashboard



3. To the right of the page, the help popup will be displayed.



# eFile and eServe

ACCOUNT SUPPORT

Help

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)

### Help on 'Main Dashboard'

**Main Dashboard**

The Main Dashboard can be viewed only when logged in. It has 5 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)

**My Account**

**Step 1:** Click on the "eFile & eServe with the Administrative Review Board (ARB)" tile to go to the ARB appeals dashboard.

**Step 2:** Click on the "eFile & eServe with the Benefits Review Board (BRB)" tile to go to the BRB appeals dashboard.

**Step 3:** Click on the "eFile & eServe with the Employees' Compensation Appeals Board (ECAB)" tile to go to the ECAB appeals dashboard.

**Step 4:** Click on the "eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)" tile to go to the OALJ and BALCA cases dashboard.

**Step 5:** Click on the "My Account" tile to go to the My Account page.

**Step 6: Dropdown Bar**

Clicking the "Dashboard" dropdown give quick links to OALJ & BALCA Cases and ARB, BRB, ECAB Appeals dashboards.

Clicking the "My Account" dropdown gives quick links to "My Profile" and "My Organizations" pages.