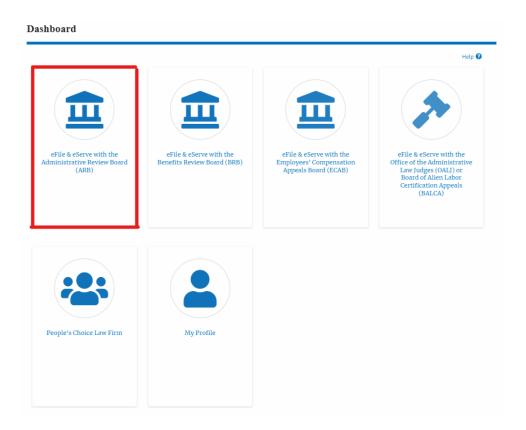# HOW TO REMOVE DELEGATION ACCESS IN AN APPEAL IN ARB?

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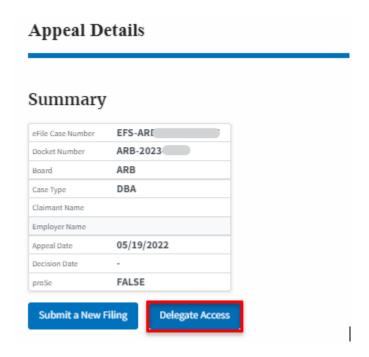


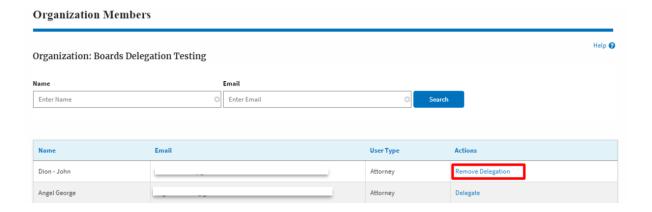2. Click on the approved <Docket Number> link. The user is navigated to the appeal details page.



3. Click on the 'Delegate Access' button. The user is navigated to the 'Organization Members' page.

4. From the Organization members table displayed, click on the **Remove Delegation** link under the 'Actions' table header against the user to remove delegation.



5. Remove delegation confirmation will be displayed. Also, the "Remove Delegation" link against members changes to "Delegate". And the case will disappear from New Appeal/Accessed Appeals table.

## Organization Members

✓ • Removed Dion John`s delegated access to this appeal.

Help ❓

**Organization: Boards Delegation Testing**

| Name | | Email | |
|---|---|---|---|
| Enter Name | ○ | Enter Email | ○ |

Search

| Name | Email | User Type | Actions |
|---|---|---|---|
| Dion - John | | Attorney | Delegate |
| Angel George | | Attorney | Delegate |

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