



eFile and eServe

HOW TO REMOVE DELEGATION ACCESS IN AN APPEAL IN ECAB?

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

Dashboard

The dashboard features six tiles arranged in two rows. The top row contains four tiles, and the bottom row contains two. The ECAB tile, located in the top row, third from the left, is highlighted with a red border. It features a blue icon of a classical building and the text: "eFile & eServe with the Employees' Compensation Appeals Board (ECAB)". Other tiles include: "eFile & eServe with the Administrative Review Board (ARB)", "eFile & eServe with the Benefits Review Board (BRB)", "eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)", "People's Choice Law Firm", and "My Profile". A "Help" link is visible in the top right corner.

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

ECAB Dashboard

The ECAB Dashboard includes buttons for "File a New Appeal - ECAB" and "Request Access to Appeals". Below these is the "My Access Requests" section, which contains a table of access requests. The first row of the table is highlighted with a red border. The table has columns for Docket Number, eFile Number, Case Type, Status, Last Updated On, and Details. A "View More" link is present to the right of the table.

Docket Number	eFile Number	Case Type	Status	Last Updated On	Details
ECAB-2012-0128	ECAB-2009-910208	FECA	APPROVED	09/14/2020 - 07:58 EST	View
ECAB-2020-2454	ECAB-2009-902502	FECA	SUBMITTED	09/10/2020 - 03:04 EST	View

* All times displayed in US Eastern Timezone

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



Appeal Details

Summary

eFile Case Number	EFS-EC. [REDACTED]
Docket Number	ECAB-2023 [REDACTED]
Board	ECAB
Case Type	FECA
Claimant Name	
Employer Name	
Appeal Date	05/28/2022
Decision Date	-
proSe	FALSE

Submit a New Filing

Delegate Access

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

Organization Members

Organization: Boards Delegation Testing

Help ?

Name	Email
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Email"/>

Name	Email	User Type	Actions
Dion - John	diontester001@gmail.com	Attorney	Remove Delegation
Angel George	angeltester001@gmail.com	Attorney	Delegate

- Remove delegation confirmation will be displayed. Also the "Remove Delegation" link against members changes to "Delegate".



eFile and eServe

Organization Members

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

[Help](#)

Organization: Boards Delegation Testing

Name **Email**

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