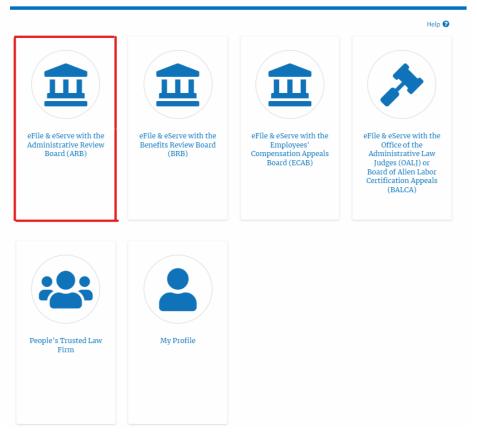


HOW TO REMOVE DELEGATION ACCESS IN AN APPEAL IN ARB?

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

Dashboard



 Click on the approved <Docket Number> link with User Type "AoR". The user is navigated to the appeal details page.

ARB Dashboard Help 🕜 File a New Appeal - ARB Access Appeals Accessed Appeals The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings. Showing 4 of 4 records View More 🕀 Docket Number eFile Case Number **Claimant Name** Initial Access User Type Organization ARB-2011-0031 EFS-ARB-1103-050112 Marc M. Twyman 09/15/20 - 02:37:16 EST AoR Org - Jacky, Address - Jacky 1

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



Summary	
eFile Case Number	EFS-ARB-1103-050111
Docket Number	ARB-2011-0031
Board	ARB
Case Type	SOX
Claimant Name	Marc M. Twyman
Employer Name	Tax Master, Inc.
Appeal Date	02/28/2011
Decision Date	
proSe	TRUE

4. 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 Deleg	on: Boards Delegation Testing							
Name	Email							
Enter Name	O Enter Email	0 s	earch					
Name	Email	User Type	Actions					
Dion - John	diontester001@gmail.com	Attorney	Remove Delegation					
Angel George	angeltester001@gmail.com	Attorney	Delegate					

5. The remove delegation confirmation will be displayed. Also, the "Remove Delegation" link against members changes to "Delegate".

Organization Members

Removed Del User Nine`s delegated access to this appeal.								
Organization: Boards Delegation Testing								
Name	Email							
Enter Name	O Enter Email	OSearch	O Search					
Name	Email	User Type	Actions					
Dion - John	diontester001@gmail.com	Attorney	Delegate					
Angel George	angeltester001@gmail.com	Attorney	Delegate					