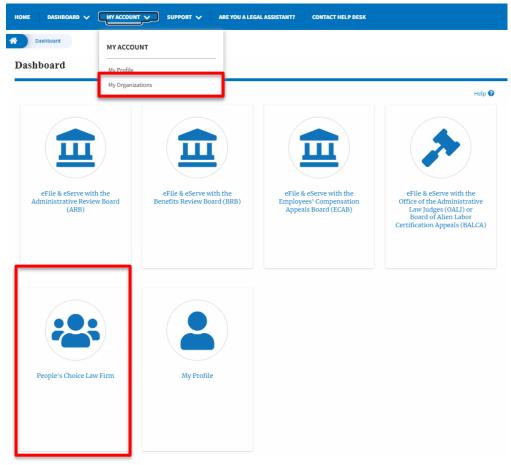


HOW DOES DELEGATE ACCESS WORK FOR CASES/APPEALS?

 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 Sear	ch 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. Click on the Cases or Appeals button to view all the cases or appeals, the members of the organization have access to or tried to access.



All Cases

Det	ails	Cases	Appeals	Members						
Search Cas	es									
Search					0					
You can search Advanced F Searc	ilters	er, Claimant Name, Employ	yer Name, Agency Refere	nce Number						
Select Cases	OALJ Case Number	Claimant Name	Employer Name	Party/Rep/Attorney	Office Name	Judge Name	Agency Reference Number	Status	Last Updated	Member
	Pending Assignment			New Case by John Smith				Submission Received and Pending Review	June 10, 2022	View
	2019DBA000			Access Request by	BOSTON			Submission Received and Pending Review	May 18, 2022	View

All Appeals

Delegate Access Remove Delegation

ils Ca	ases Appea	ls Members				
als						
ency (OWCP, OALJ) Case Nur	nber, Docket Number, Claimant Nar	ne, Employer Name or eFile Case Number.				
ters						
Docket number	Claimant Name	Employer Name	Party/Rep/Attorney	Status	Last Updated	Memb
Pending Assignment			New Appeal by John Smith	Submission Received and Pending Review	July 1, 2022	View
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
	ency (OWCP, OALJ) Case Nur ency (OWCP, OALJ) Case Nur tters Docket number Pending Assignment ECAB-2023-0020 Pending	eals ency (OWCP, OALJ) Case Number, Docket Number, Claimant Nar ters Docket number Claimant Name Pending Assignment ECAB-2023-0020 Pending	ency (OWCR, OAL.I) Case Number, Docket Number, Claimant Name, Employer Name or eFile Case Number. ters Docket number Claimant Name Employer Name Pending Assignment Image: Claimant Name Image: Claimant Name Pending Image: Claimant Name Image: Claimant Name	erers (OWCR, OALJ) Case Number, Docket Number, Claimant Name, Employer Name or eFile Case Number. ters Docket number Claimant Name Employer Name or eFile Case Number. Pending Assignment Claimant Name Employer Name Party/Rep/Attorney Pending New Appeal by John Smith Pending New Appeal by Keekz Nair Pending New Appeal by Keekz Nair	ency (OWCP, OAL.) Case Number, Docket Number, Claimant Name, Employer Name or eFile Case Number. ters Docket number Claimant Name Employer Name Party/Rep/Attorney Status Pending Assignment Image: Imag	Parks Submission Received and Receive



4. Select one or more cases or appeals to remove delegated access from the All Cases or All Appeals page. And click on the Remove Delegation button.

h Ca	ses					7				
rch	h using OALJ Case Number	Claimant Name En	anlover Name Agency	Reference Number	(
Searc	Filters									
lect ses	OALJ Case Number	Claimant Name	Employer Name		Office Name	Judge Name	Agency Refere Number	nce Status	Last Updated	d Me
2	2022DBA00017			Att User Three Access Request by Claire			123-123	Submission Received a Pending Review	and May 11, 2022	Vie
	e Access Remo	ve Delegation		Cooper				. coordination		
		ve Delegation		Cooper						
	peals	ve Delegation	Appeals	Cooper	Mailbox	25				
Арј	peals Nis c		Appeals		Mailbox	25				
Deta Deta	peals nis c	ases		Members	Mailbox	es		· compression		
Deta Deta	peals nils C eals	ases			Mailbox	25				
App Deta	peals nils C eals	ases		Members	Mailbox	25		·		
App Deta Appe th sing Ag	peals NIS C eals gency (OWCP, OALL) Case Nu Iters	ases		Members	Mailbox	es				
App Deta Appo th	peals NIS C eals gency (OWCP, OALL) Case Nu Iters	ases	r, Claimant Name, Emp	Members		es Party/Rep/Atto	rney S	tatus		Members

5. Delegate Access pop-up will be displayed with all the members of the organization who do not have access to the selected Case(s) or Appeal(s).
 Select the members to be delegated and click on the Delegate Access button to delegate the access to the selected members



Remove Delegated Access

OALJ Case Number	Claimant Name	Employer Name	Attorney(s)
2022DBA00019			John Smith
Delegate (Multi-Select Cooper	t)		

Appeal Remove Delegated Access

	DocketNumber	Claimant Name	Employer Name	Attorney(s)
•	Pending Assignment			John Smith
eate	(Multi-Select)			
-	(Multi-Select) Cooper			
-				
-				
-				