



## HOW DOES DELEGATE ACCESS WORK FOR CASES/APPEALS?

1. Login to your account and click on the “My Account” dropdown and select “My Organization” or click on the Organization name tile.

The screenshot shows the user interface of the eFile and eServe system. At the top, there is a navigation bar with links for HOME, DASHBOARD, MY ACCOUNT (selected), SUPPORT, ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below this, the 'MY ACCOUNT' dropdown menu is open, showing options for My Profile and My Organizations (highlighted with a red box). The main dashboard area contains several tiles for different organizations, each with an icon and a description: 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), People's Choice Law Firm (highlighted with a red box), and My Profile.

2. My Organization main page will be displayed and click on the organization name to see more options on the Organization dashboard.

### My Organizations

The screenshot shows the 'My Organizations' page. At the top, there are buttons for 'Add Organization' and 'Search Organizations'. Below this is a table listing organizations. The 'People's Choice Law Firm' entry is highlighted with a red box.

Organization	Type	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.



# eFile and eServe

## All Cases

- Details
- Cases**
- Appeals
- Members

### Search Cases

You can search using OALJ Case Number, Claimant Name, Employer Name, Agency Reference Number

Advanced Filters

Select Cases	OALJ Case Number	Claimant Name	Employer Name	Party/Rep/Attorney	Office Name	Judge Name	Agency Reference Number	Status	Last Updated	Members
<input type="checkbox"/>	Pending Assignment			New Case by John Smith				Submission Received and Pending Review	June 10, 2022	<a href="#">View</a>
<input type="checkbox"/>	2019DBA000			Access Request by	BOSTON			Submission Received and Pending Review	May 18, 2022	<a href="#">View</a>

- Delegate Access
- Remove Delegation

## All Appeals

- Details
- Cases
- Appeals**
- Members

### Search Appeals

Search using Agency (DWCP, OALJ) Case Number, Docket Number, Claimant Name, Employer Name or eFile Case Number.

Advanced Filters

Select Appeals	Docket number	Claimant Name	Employer Name	Party/Rep/Attorney	Status	Last Updated	Members
<input type="checkbox"/>	Pending Assignment			New Appeal by John Smith	Submission Received and Pending Review	July 1, 2022	<a href="#">View</a>
<input type="checkbox"/>	ECAB-2023-0020			New Appeal by Keekz Nair	Submission Accepted as a Filing	May 19, 2022	<a href="#">View</a>
<input type="checkbox"/>	Pending Assignment			New Appeal by John Smith	Submission Received and Pending Review	May 19, 2022	<a href="#">View</a>

- Delegate Access
- Remove Delegation



## eFile and eServe

- 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.

### All Cases

Details Cases Appeals Members Mailboxes

Search Cases

You can search using OALJ Case Number, Claimant Name, Employer Name, Agency Reference Number

Advanced Filters

Search Clear Filter

Select Cases	OALJ Case Number	Claimant Name	Employer Name	Office Name	Judge Name	Agency Reference Number	Status	Last Updated	Members
<input checked="" type="checkbox"/>	2022DBA00017			Att User Three Access Request by Claire Cooper		123-123	Submission Received and Pending Review	May 11, 2022	View

Delegate Access Remove Delegation

### All Appeals

Details Cases Appeals Members Mailboxes

Search Appeals

Search using Agency (OWCP, OALJ) Case Number, Docket Number, Claimant Name, Employer Name or eFile Case Number.

Advanced Filters

Search

Select Appeals	Docket number	Claimant Name	Employer Name	Party/Rep/Attorney	Status	Last Updated	Members
<input checked="" type="checkbox"/>	Pending Assignment			New Appeal by John Smith	Submission Received and Pending Review	May 19, 2022	View

Delegate Access Remove Delegation

- 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

### Selected Cases

	OALJ Case Number	Claimant Name	Employer Name	Attorney(s)
<input checked="" type="checkbox"/>	2022DBA00019			John Smith

### Remove Delegate (Multi-Select)

Claire Cooper

Select members whose access need to be removed.

**Remove Delegation**

Cancel

## Appeal Remove Delegated Access

### Selected Appeal

	DocketNumber	Claimant Name	Employer Name	Attorney(s)
<input checked="" type="checkbox"/>	Pending Assignment			John Smith

### Delegate (Multi-Select)

Claire Cooper

Select members to delegate access

**Remove Delegation**

Cancel