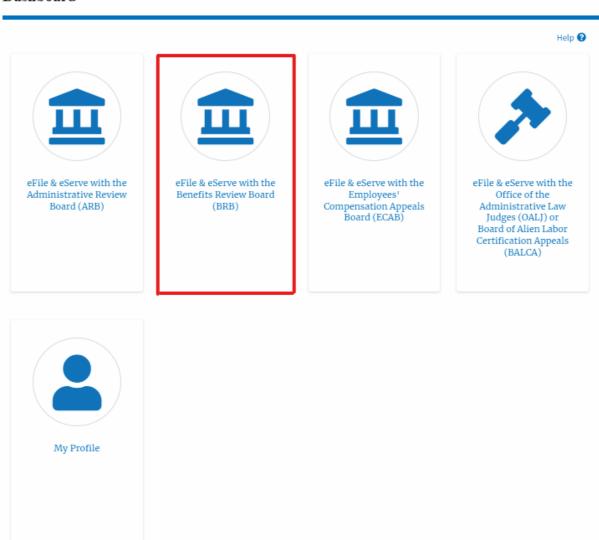
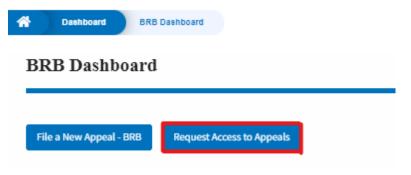
#### **HOW TO ACCESS APPEALS IN BRB?**

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

#### Dashboard



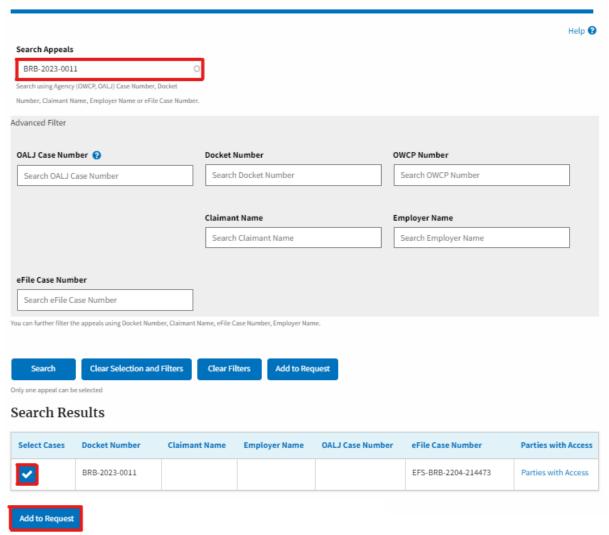
2. Click on the **Request Access to Appeals** button.





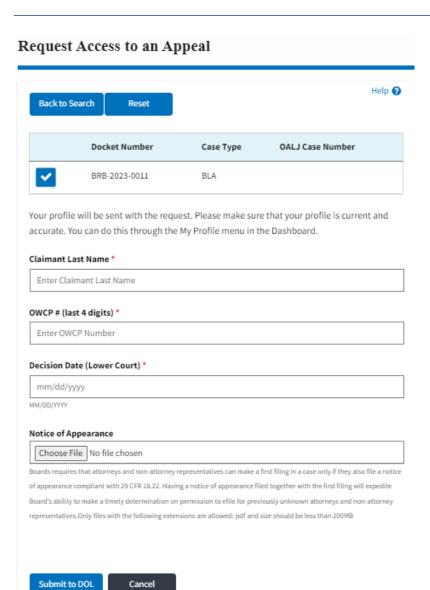
3. Search any appeal and click on the 'Add to Request' button that is displayed only if one of the appeals is selected.

#### Search Appeals

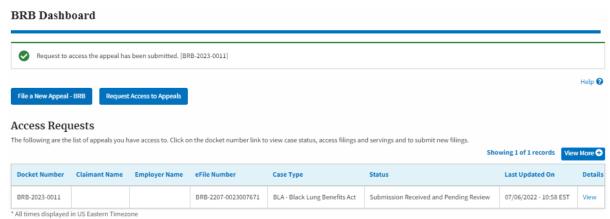


4. Request access to an appeal by filling out the mandatory fields and selecting the required organization and clicking on the 'Submit to DOL' button.





5. The requested appeal will be shown in your 'My Access Requests' table with the 'SUBMITTED' status along with a confirmation message.

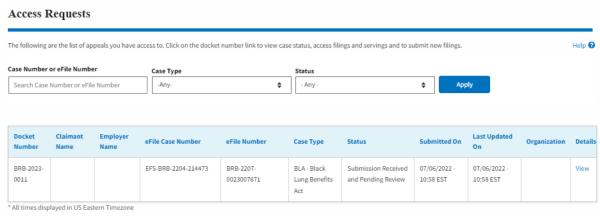




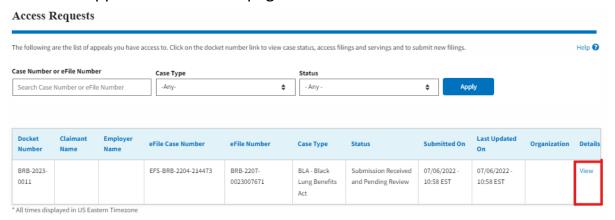
6. Click on the **View More** button to view all the access requests.



7. All the requested appeals will be listed on the page.



8. Click on the **View** link under the **Details** table header. The user is navigated to the appeal's view details page.



9. The user is displayed with a details popup and can click on the document links which are submitted by the user.



#### × Access Request Details Docket Number BRB-2023-0011 eFile Case Number EFS-BRB-2204-214473 eFile Number BRB-2207-0023007671 Board Benefits Review Board Саве Туре BLA - Black Lung Benefits Act Status Submission Received and Pending Review Submitted On 07/06/2022 - 10:58 EST Decision Date (Lower Court) 07/01/2022 Notice of Appearance No document uploaded OWCP # (last 4 digits) 1234 Filing Party: Jacob McGrath Submitted By: Jacob McGrath

# Status Update Log

|  | eFile Number            | eFile Status                              | Comment  | Updated On                |
|--|-------------------------|---|--|---------------------------|
|  | BRB-2207-<br>0023007671 | Submission Received and<br>Pending Review | Request to access the appeal has been submitted. | 07/06/2022 - 10:58<br>EST |