

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

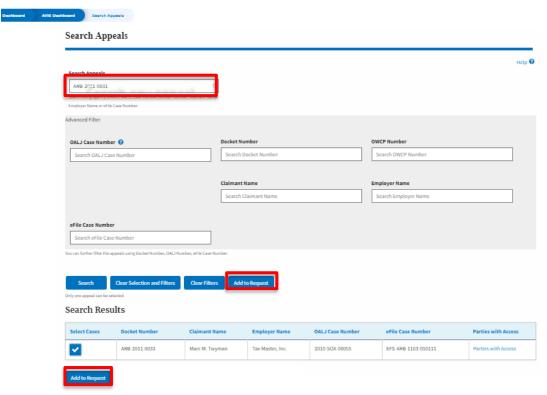
1. Click on the ARB tile from the main dashboard.



2. Click on the Request Access to Appeals button.



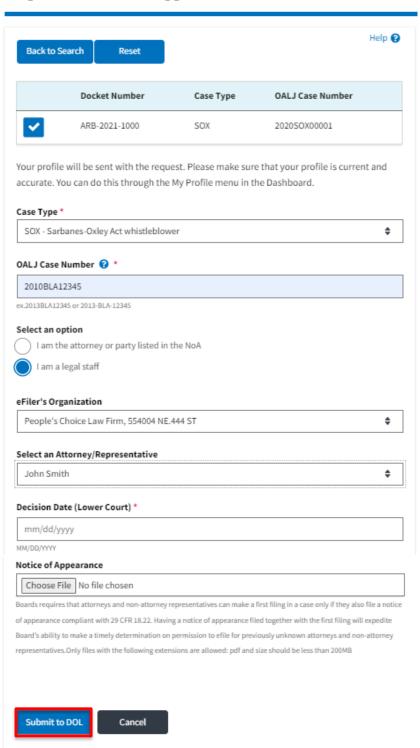
3. Search any appeal and click on the 'Add to Request' button that is displayed when an appeal is selected.





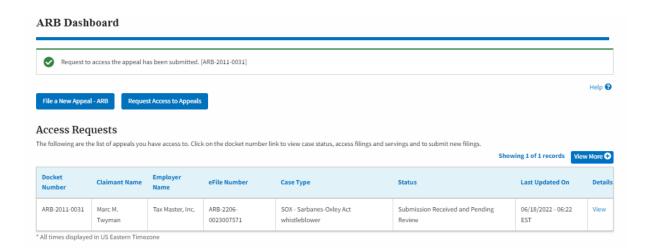
4. Request access to an appeal on filling out the mandatory fields and selecting the appropriate organization. Also, the attorney can delegate the appeal access to any number of members of the selected organization. Now click on the 'Submit to DOL' button.

### Request Access to an Appeal

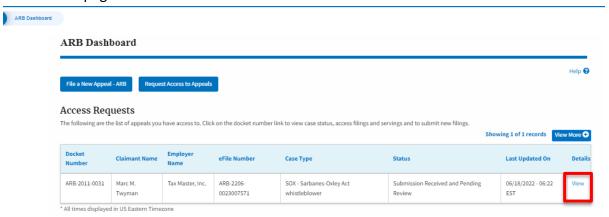


5. The requested appeal will be shown in your 'My Access Requests' table with the 'SUBMITTED' status along with a confirmation message.





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



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

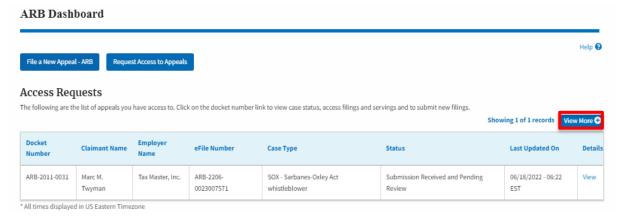




#### Status Update Log

eFile Number	eFile Status	Comment	Updated On
ARB-2207- 0023007659	Submission Received and Pending Review	Request to access the appeal has been submitted.	07/03/2022 - 06:56 EST

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



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

