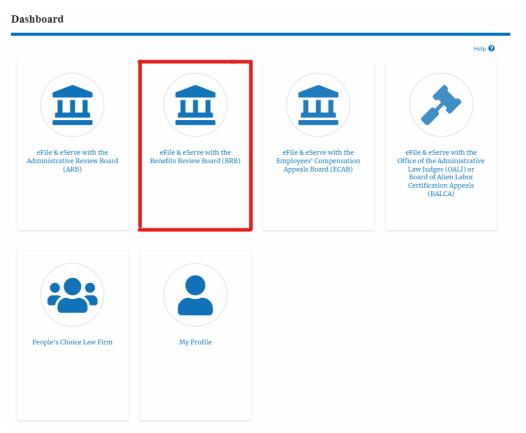


## **HOW TO ACCESS APPEALS IN BRB?**

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

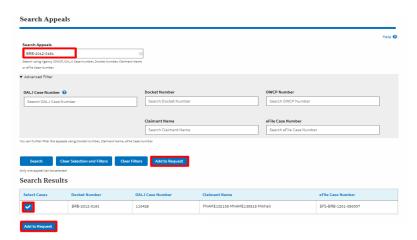


2. Click on the **Request Access to Appeals** button.



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





4. Request access to an appeal by filling out the mandatory fields and selecting the required organization and delegating the case to any number of members. Click on the 'Submit to DOL' button.

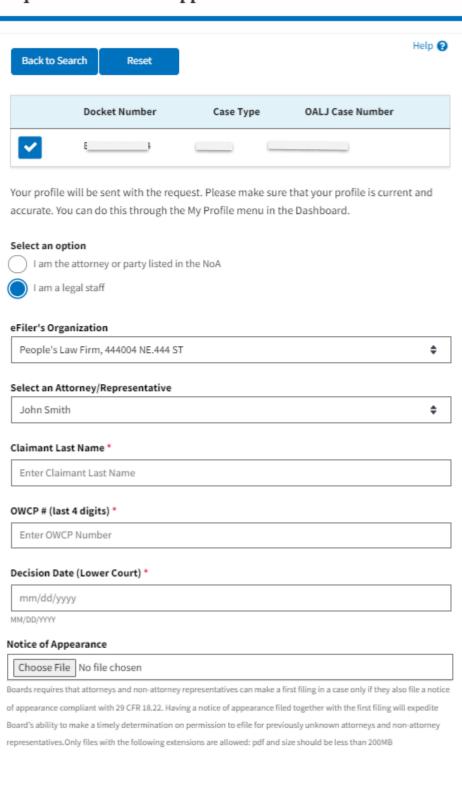


Submit to DOL

Cancel

#### eFile and eServe

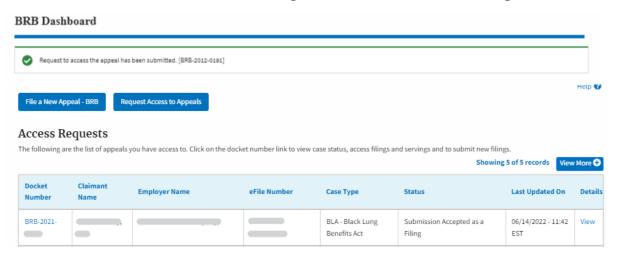
# Request Access to an Appeal



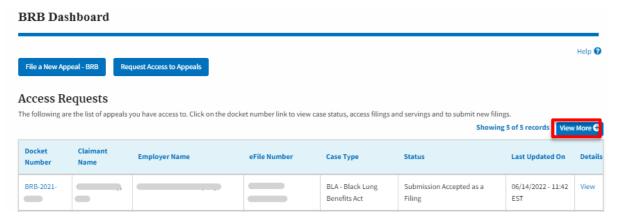
3



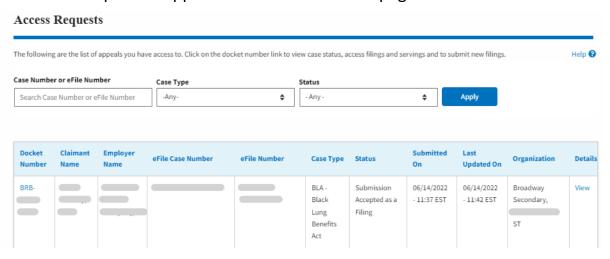
5. The requested appeal will be shown in your 'My Access Requests' table with the 'SUBMITTED' status along with a confirmation message.



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

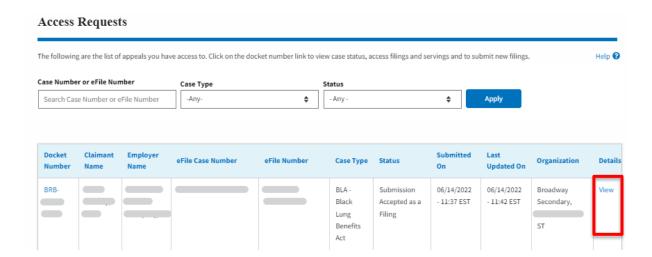


7. All the requested appeals will be listed on the page.





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.

