HOW TO ACCESS APPEALS IN ECAB?

1. Click on the ECAB 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 clicking on the ‘Submit to DOL’ button.

Request Access to an Appeal

![Image of the eFile and eServe interface]

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

The following are the list of appeals you have access to. Click on the docket number link to view case status, access filings and servings and to submit new filings.

<table>
<thead>
<tr>
<th>Docket Number</th>
<th>Claimant Name</th>
<th>Employer Name</th>
<th>eFile Number</th>
<th>Case Type</th>
<th>Status</th>
<th>Last Updated On</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECAB 2012-0128</td>
<td></td>
<td></td>
<td></td>
<td>PECA</td>
<td>Submission Received and Pending Review</td>
<td>07/01/2022 - 08:08 EST</td>
<td>View</td>
</tr>
</tbody>
</table>

* All times displayed in US Eastern Timezone

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

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

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<th>Case Type</th>
<th>Status</th>
<th>Submitted On</th>
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<td></td>
<td></td>
<td>ETS-ECAB-1110-0501</td>
<td></td>
<td>PECA</td>
<td>Submission Received and Pending Review</td>
<td>07/01/2022 - 06:06 EST</td>
<td>07/01/2022 - 06:06 EST</td>
<td>People's Law Firm, 444024 NE 444 ST</td>
<td>View</td>
</tr>
</tbody>
</table>

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

**Access Requests**

![Access Requests Table]

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]

![Status Update Log]