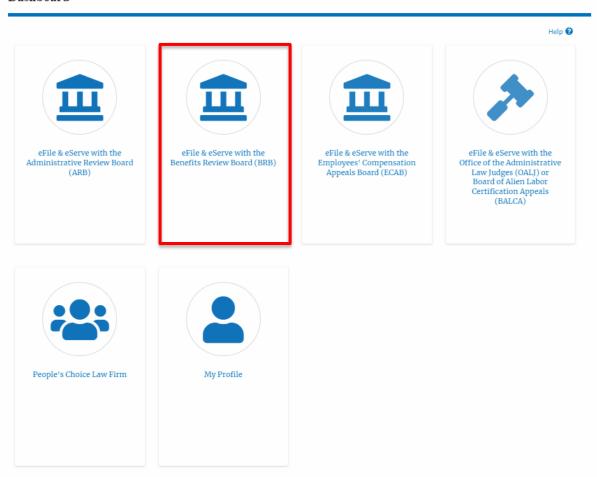


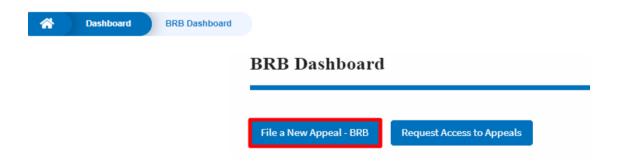
HOW TO FILE A NEW APPEAL IN BRB?

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

Dashboard

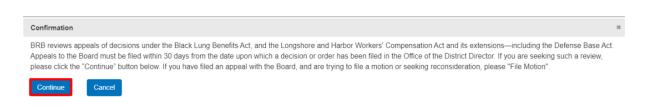


2. Click on the File a New Appeal - BRB button.



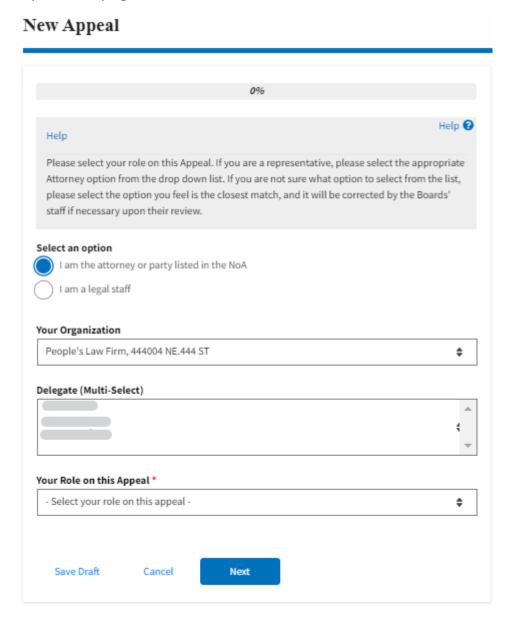
3. Click on the **Continue** button from the popup displayed.





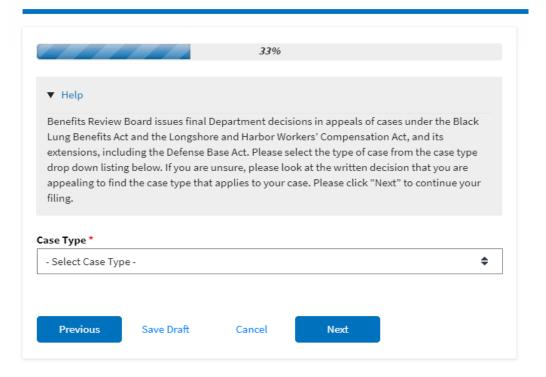
4. Fill out all the mandatory fields on each page of the wizard and click the Next button.

Note: Fields in pages may change according to each selection on the previous page.

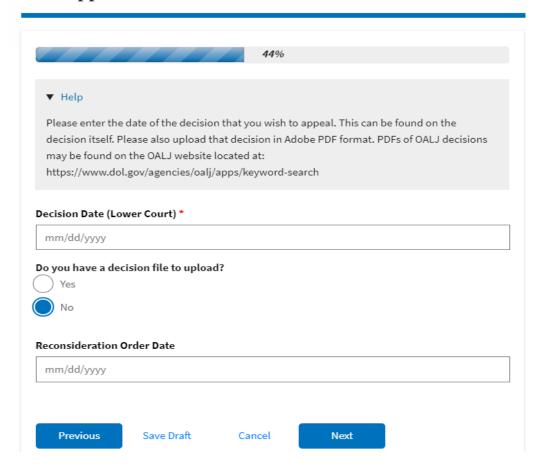




New Appeal

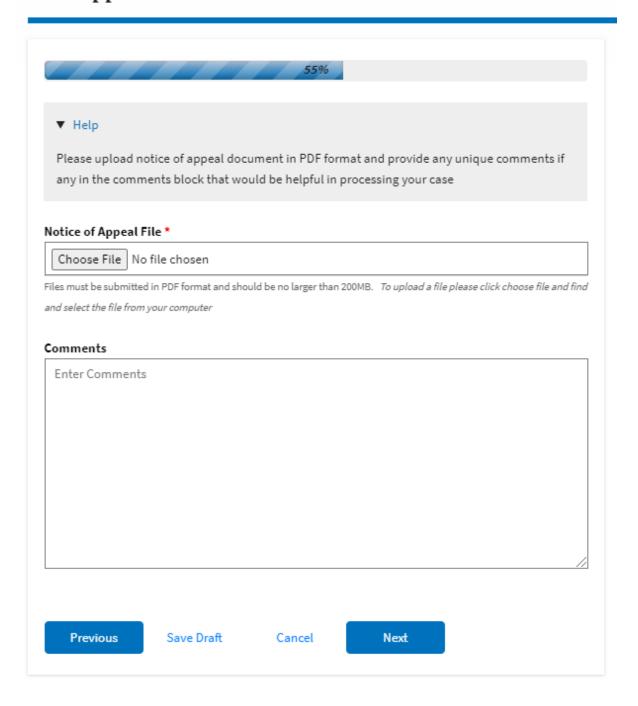


New Appeal



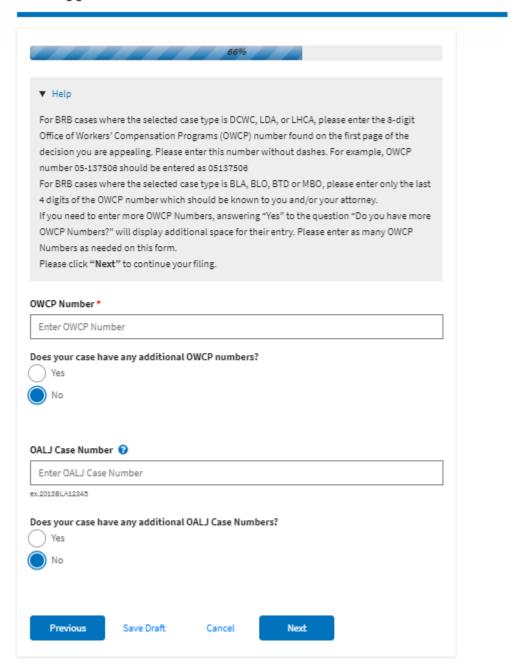


New Appeal





New Appeal





Dashboard

BRB Dashboard

New Appeal

New Appeal

77%

Help

Please enter all the parties that are associated with this appeal.

***The Board strongly recommends that you first use the Search button found below to find the parties that may have already been registered in EFS. If the party is not found, then use the Add New Party button making sure contact details are entered correctly. It is extremely important that you make sure all party contact details are accurate. Please note that an email notification will be sent to the EFS-validated parties you selected by using the SEARCH button in EFS during this appeal submission process. This email notifies them of this filing, but it does not represent service of the filing - you are still responsible for serving the notice of appeal and all other filings on those required to be served under the Board's rules. See 20 C.F.R. §§802.204, 802.216(c). ***

You can search and add parties who are already users of this system. If you do not find the party you are looking for in the search results you can add new parties to the system.

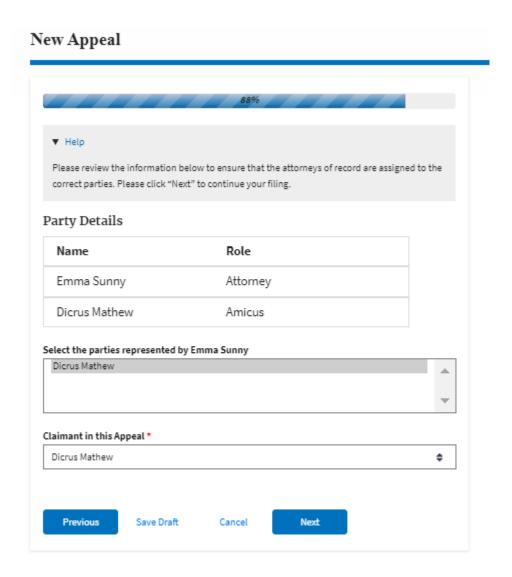
You can click the "Add New Party" button to enter these new parties. It is your responsibility to make sure the information that you provide is accurate as this information will be used for the electronic service of documents that will be performed in this case per current Board regulations.

If you have changed the OALJ or OWCP numbers, please remove the previously retrieved parties manually and then click on the "Reload Parties" button to fetch the parties from the changed OALJ or OWCP numbers.

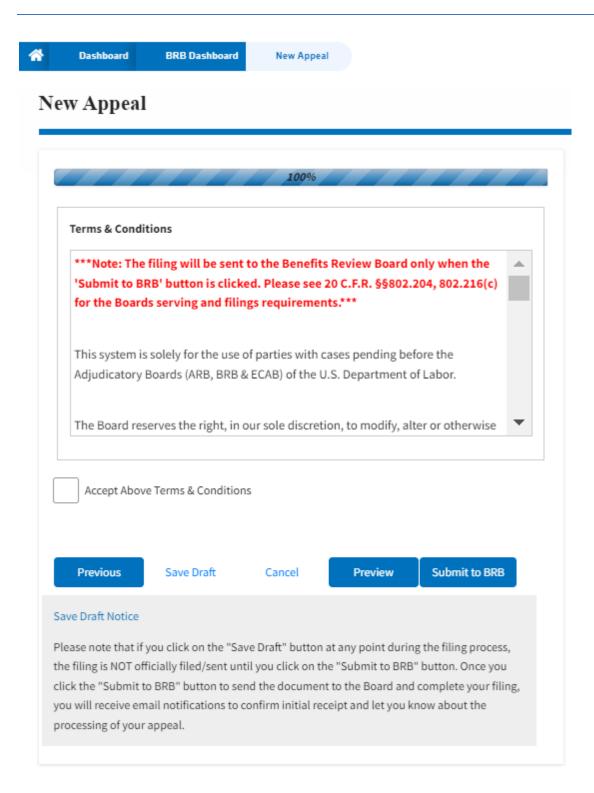


Search for Parties You can search the existing users of this system and add them as parties to your appeal. First Name / Company Name Enter First Name / Company Name Last Name / Company Name Enter Last Name **Email Address** Enter Email Address Search Add New Party **Reload Parties** Case Parties Your profile information will always be loaded as the first party in the appeal. The information is taken from the profile information in your account. Ashley Ann Cooper Cincinnati, US-OH Role: Claimant



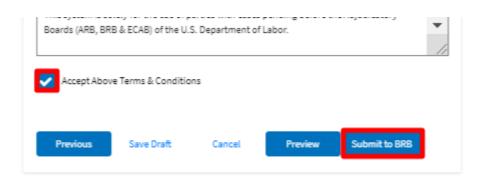




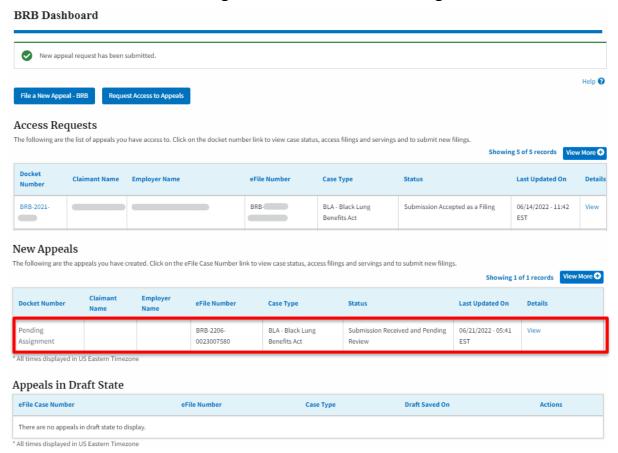


5. On the final page of the wizard, accept the Terms & Conditions and click on the 'Submit to BRB' button.



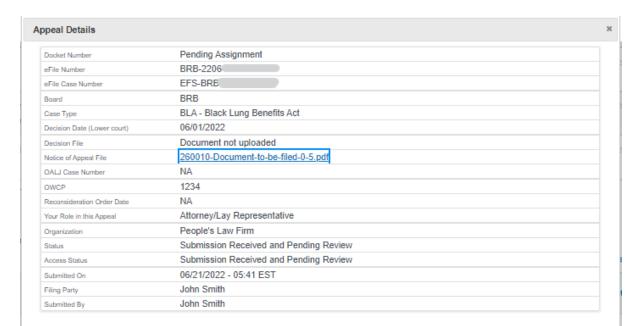


6. The new appeal will be shown in your 'New Appeals' table with the 'SUBMITTED' status along with a confirmation message.



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





Parties on Appeal

The table lists all the parties on this appeal.

Name	Address	Role in the Case
John Smith	1200 S FERN ST ARLINGTON, VA, Arlington, US-OH, 22202-2862	Attorney
Dicrus Mathew	1200 S FERN ST ARLINGTON, VA, Arlington, US-OH, 22202-2862	Amicus

Status Update Log

eFile Number	eFile Status	Comment	Updated On
BRB-2	Submission Received and Pending Review	New appeal has been submitted.	06/21/2022 - 05:41 EST