

U.S DEPARTMENT OF LABOR

User Guides for Trusted User Flows

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MAIN MENU AND DASHBOARD

The Department of Labor's (DOL) eFile and eServe system is an Integrated gateway for filing and serving documents with DOL. The Department of Labor (DOL) handles roughly 14.7 million pages of paper each year in support of the adjudicatory processes in the Office of Administrative Law Judges (OALJ) and the Adjudicatory Boards (the Boards).

The Office of the Chief Information Officer (OCIO), in partnership with its DOL customer agencies, has worked collaboratively to implement an enterprise-level eFile/eServe solution. The solution leverages capabilities such as single sign-on, document management, and automated email notifications. The eFile and eServe solution integrates seamlessly with OALJ's CaseTracking System, the Boards' DOL Appeals system, and the OWCP Imaging System (OIS).

When a user logs in to the eFile and eServe system, the first page they are presented with is the Main Menu and Dashboard. This is the starting point for all navigations on the site.

The main dashboard features a set of tiles that lets the user navigate to different parts and functionalities that the site offers.

Users can access cases, file new cases, submit filings to cases, and view servings with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA).

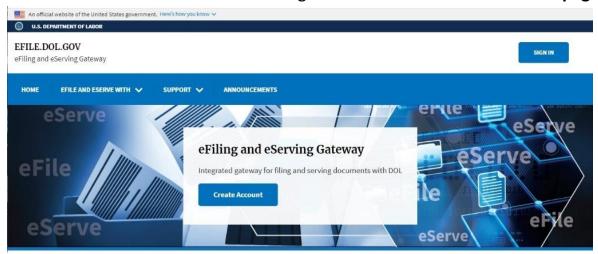
Similarly, users can access appeals, file new appeals, submit filings to appeals and view servings with the Administrative Review Board (ARB), the Benefits Review Board (BRB), and the Employees' Compensation Appeals Board (ECAB).

Additionally, users can manage their profiles, create or join organizations, create mailboxes that help in managing the cases and appeals that they are working on as part of a company, organization, or group.

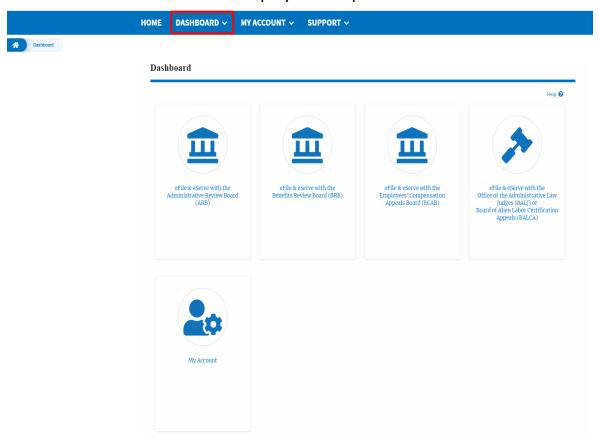


HOW TO NAVIGATE THROUGH THE HEADER MENUS?

1. Click on the **HOME** menu to navigate to the **eFile and eServe Homepage**.

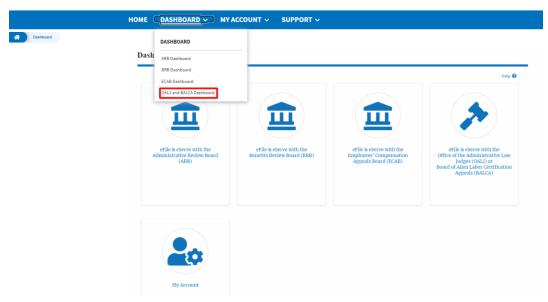


2. Click on **DASHBOARD** to display the dropdown menu.

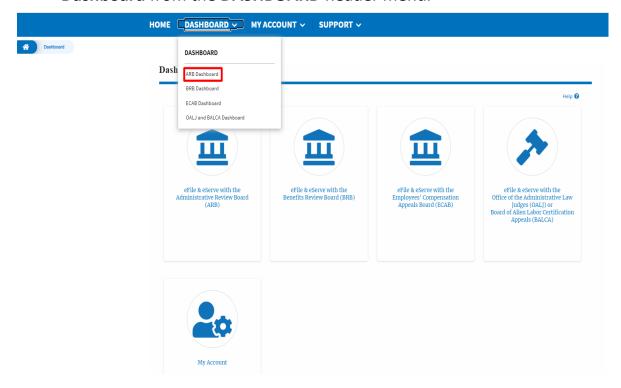




3. To navigate to the dashboard for OALJ and BALCA, click on the sub-menu OALJ and BALCA Dashboard from the DASHBOARD header menu.

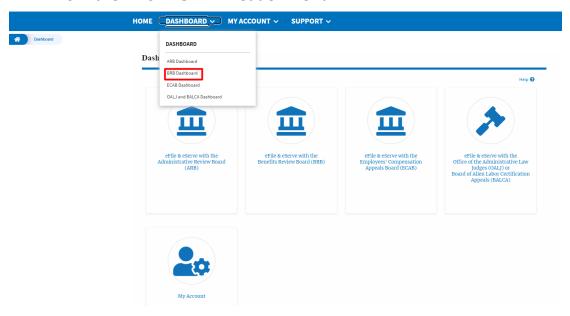


4. To navigate to the ARB Appeals dashboard, click on the sub-menu **ARB Dashboard** from the **DASHBOARD** header menu.

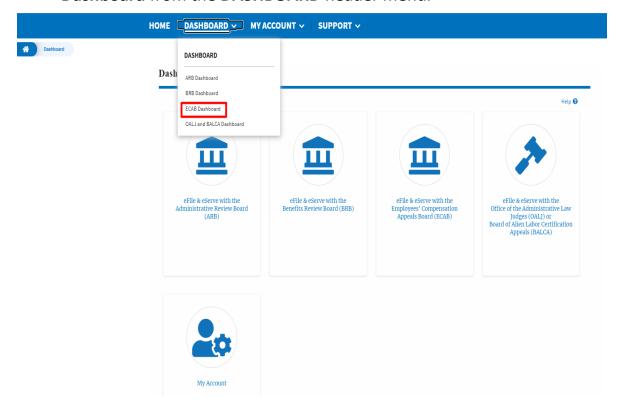




5. To navigate to the BRB Dashboard, click on the sub-menu **BRB Dashboard** from the **DASHBOARD** header menu.

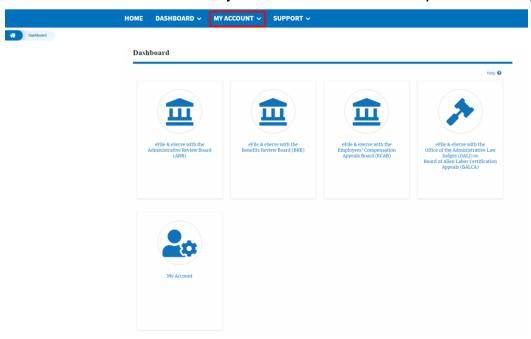


6. To navigate to the ECAB Dashboard, click on the sub-menu **ECAB Dashboard** from the **DASHBOARD** header menu.

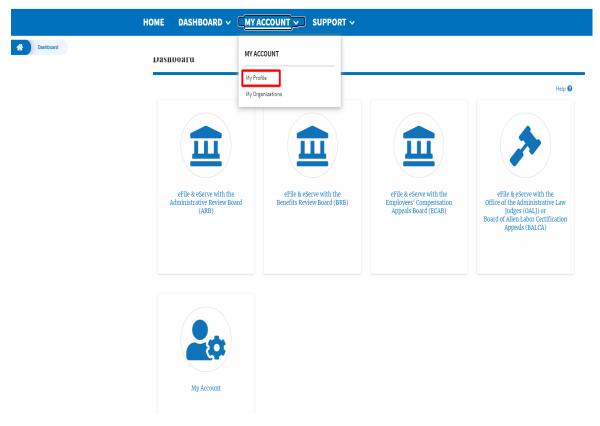




Click on the header menu My Account to access the My Account dropdown.

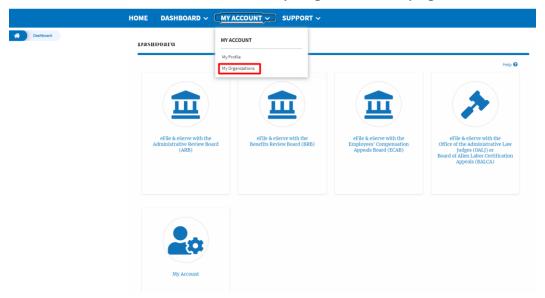


7. Click on the sub-menu **My Profile** from the **MY ACCOUNT** header menu to access the 'My Profile' page.

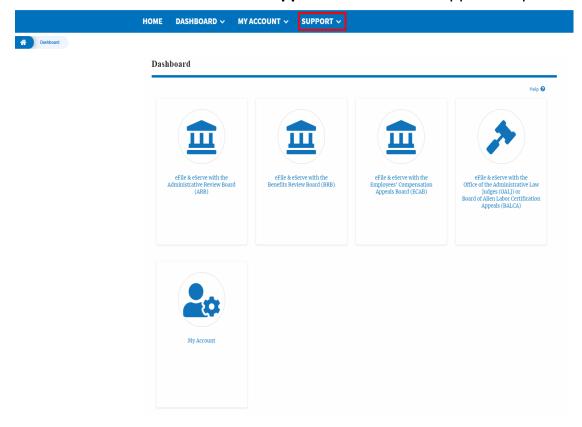




8. Click on the sub-menu **My Organizations** menu from the **MY ACCOUNT** header menu to access the 'My Organizations' page.

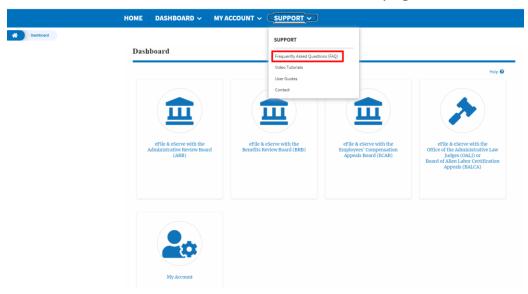


9. Click on the header menu **Support** to access the Support drop.

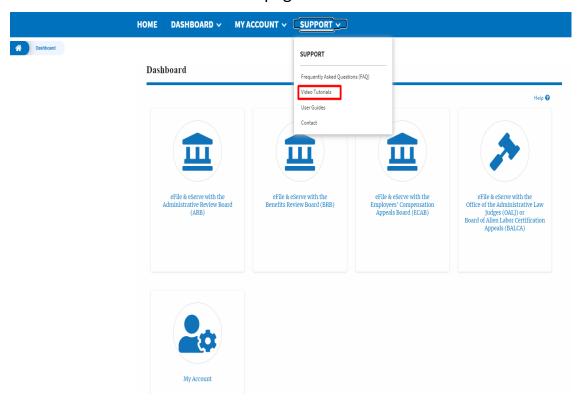




10. Click on the sub-menu **Frequently Asked Questions (FAQ)** from the **SUPPORT** header menu to access the 'FAQ' page.

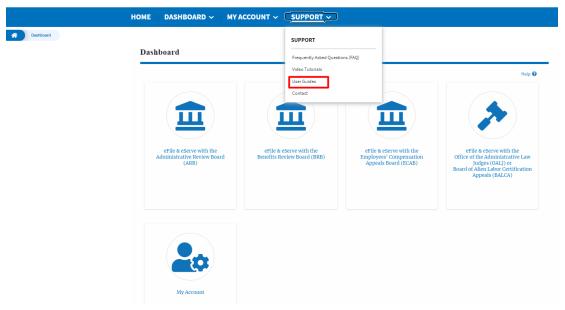


11. Click on the sub-menu **Video Tutorials** from the **SUPPORT** header menu to access the 'Video Tutorials' page.

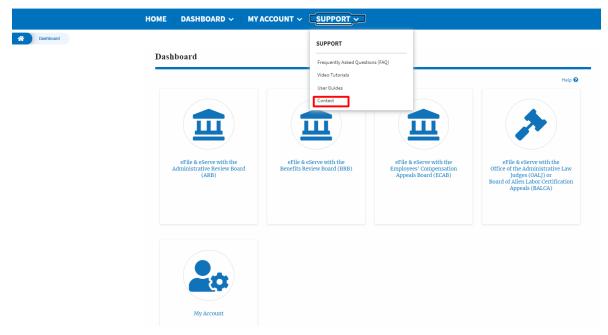




12. Click on the sub menu **User Guides** from the **SUPPORT** header menu to access the 'User Guides' page.



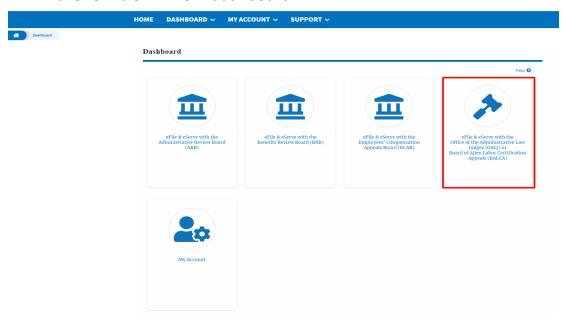
13. Click on the sub menu **Contact** from the **SUPPORT** header menu to access the 'Contact' page.



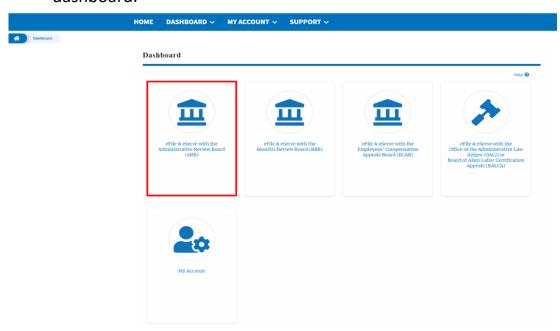


HOW TO NAVIGATE THROUGH THE TILES?

1. Click on the **OALJ** or **BALCA** tile from the main dashboard page to access the 'OALJ or BALCA' dashboard.

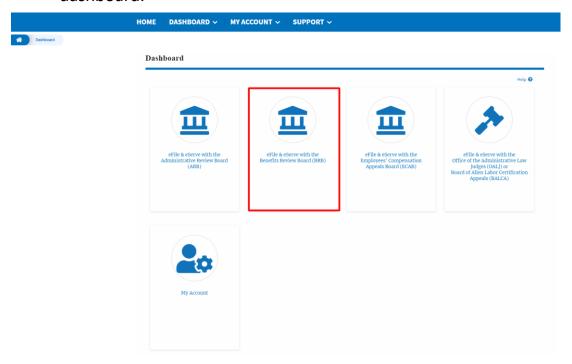


2. Click on the **ARB** tile from the main dashboard page to access the 'ARB' dashboard.

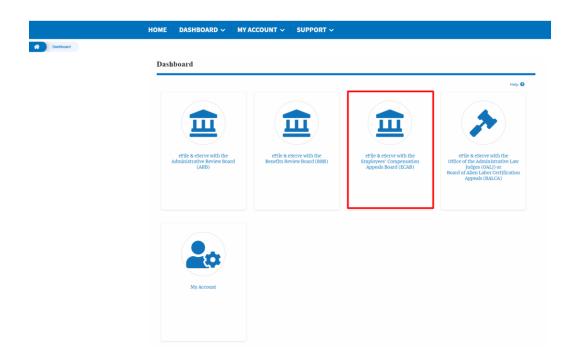




3. Click on the **BRB** tile from the main dashboard page to access the 'BRB' dashboard.

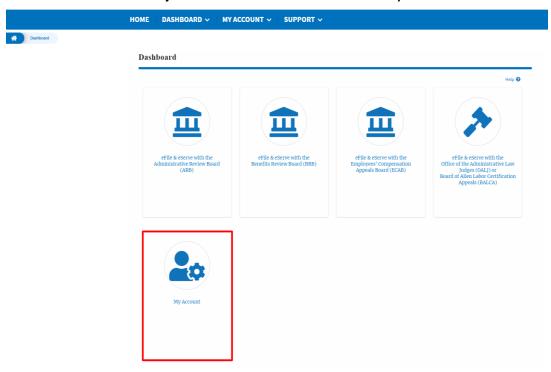


4. Click on the **ECAB** tile from the main dashboard to access the 'ECAB' dashboard.

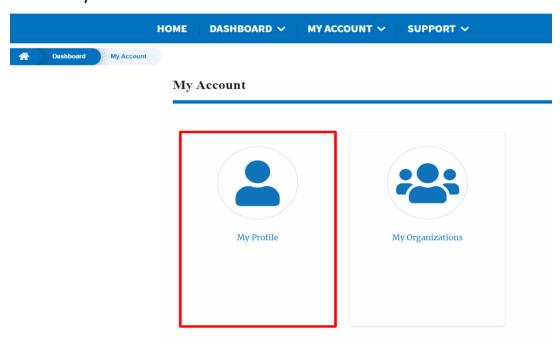




5. Click on the My Account tile to access the 'My Account' dashboard



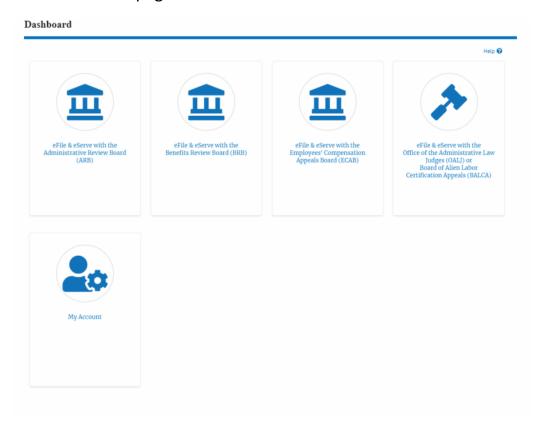
6. Click on the **My Profile** tile from the "My Account" dashboard to access the "My Profile" dashboard



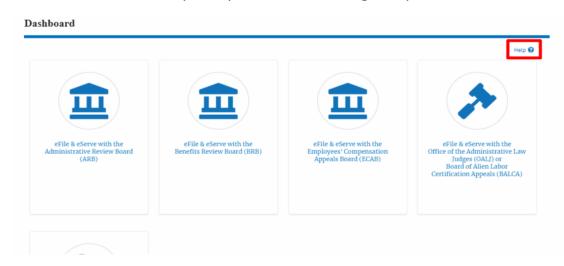


OVERVIEW OF HELP AND WHERE TO FIND THEM

1. Login to your account and navigate to any page in the portal. Note: All pages have this feature.

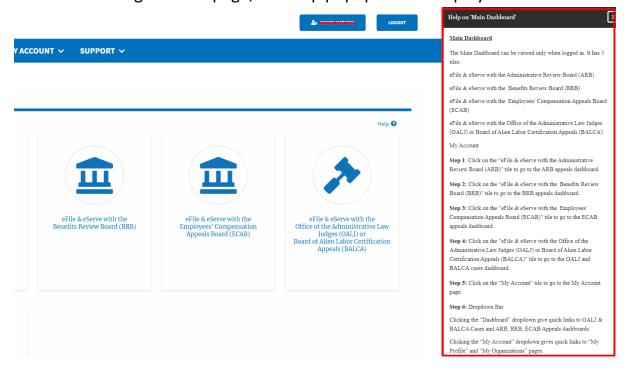


2. Click on the Help link provided to the right top of the main content page.





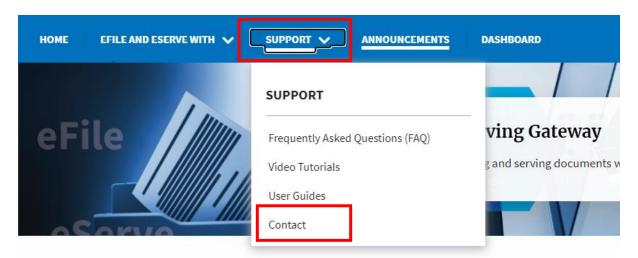
3. To the right of the page, the help popup will be displayed.



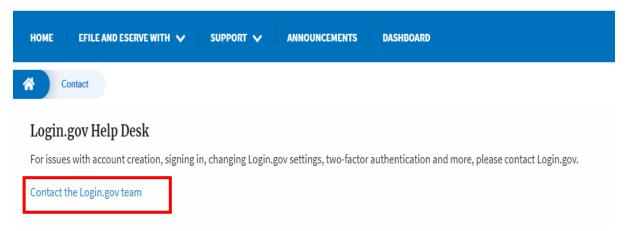


HOW TO CONTACT THE SUPPORT TEAM FOR LOGIN RELATED ISSUES

1. From the main menu, click on the **Support tab** and select the **Contact** submenu.



2. For issues with account creation, signing in, changing Login.gov settings, two-factor authentication, and more, please click on the hyperlink provided contact the Login.gov team.

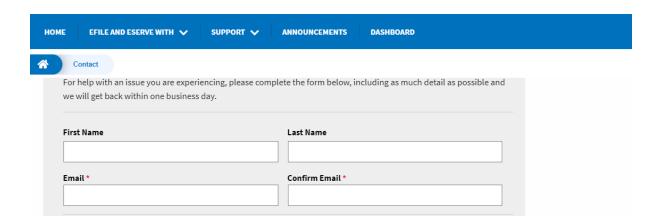


And you will be redirected to the concerned site

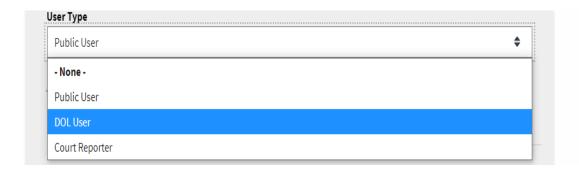


HOW TO CONTACT THE SUPPORT TEAM FOR EFILE AND ESERVE SITE-RELATED ISSUES

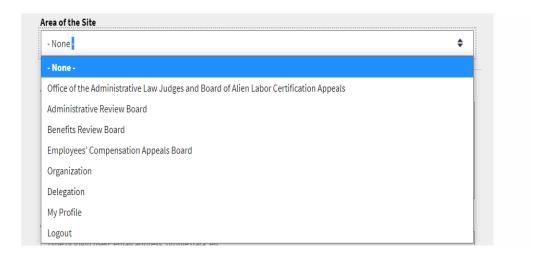
- 1. From the main menu, click on the **Support tab** and select the **Contact** submenu.
- 2. Start filling the form by entering your First Name, Last Name and Email ID.



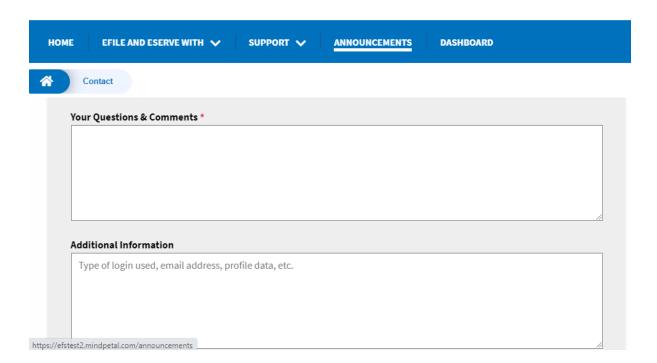
3. Next, select your User type and Area of the Site that you need help with.





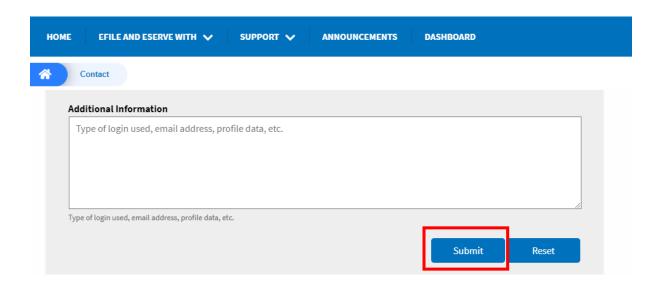


4. Fill in your questions, concerns, and comment in the box provided. Also provide any additional info you may have to convey to the support team like a type of login, email address, profile, data, etc. Provide as much information as possible to aid in quick redressal.





5. Once you have filled in all the details above click on the **Submit** button beneath the form. Use the **Reset** button to clear the form.





USER PROFILE AND ORGANIZATION MODULE

The User Profile and Organization module lets you create and manage your profile and organization that you are part of.

Every user needs to set up and keep their user profiles updated for the agencies to be able to process their cases, appeals, and filings properly. The user profile can be set up and updated in the User Profile page. This form also lets you indicate if the user is an attorney. The details in the user profile are used during filing cases or appeals and selected details are sent during submission of most forms in the eFile and eServe system. Hence, it is essential to keep the user profile current and up to date.

If the user is part of a company, organization, or group, the eFile and eServe system allows the users to join existing organizations or set up new ones to manage how cases and appeals related to the organization is managed. A user can be part of multiple organizations to manage how they interact with different cases or appeals.

Within the Organization module, you can create organizations or join existing ones, add members to the organization, manage administrators of the organization, and create and manage shared mailboxes.

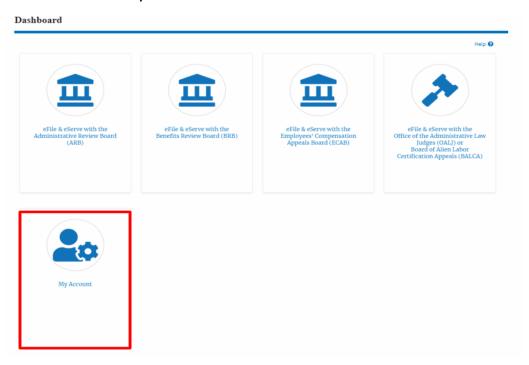
Shared mailboxes are used to set rules for delivering emails to members of the organization. Each mailbox is linked to one or more agencies and some or all case types related to these agencies. Using shared mailboxes, the organization can control the flow of served emails to those members who are interested in the case types that are linked to the specific mailbox. A member can be part of multiple mailboxes.

Organization also allows attorneys to delegate their cases and appeals to other members of the same organization to manage on their behalf, freeing them of many of the administrative tasks.



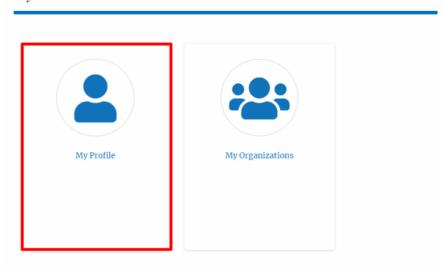
HOW TO EDIT YOUR USER PROFILE?

1. Click on the My Account tile from the main dashboard.



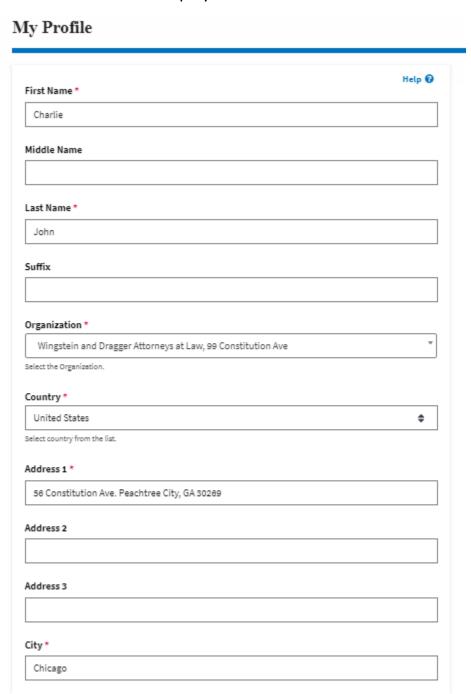
2. Click on the User Profile tile from the My Account page.

My Account

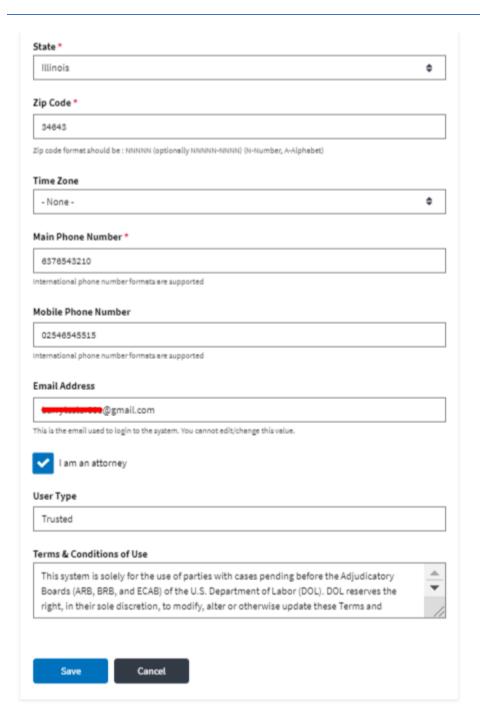




3. Edit the fields in the displayed form.

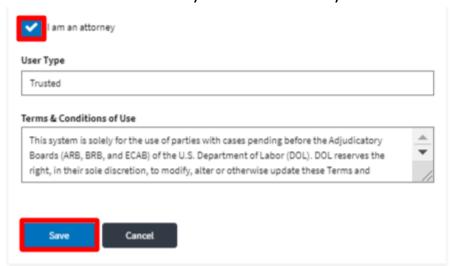




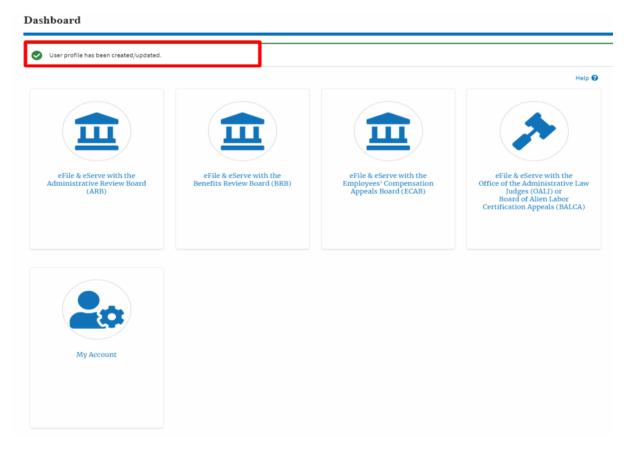




4. Select the checkbox if you are an attorney and click the Save button.



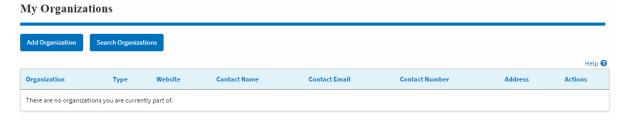
5. The data will be saved, you will be taken to the main dashboard and a confirmation message will be displayed.



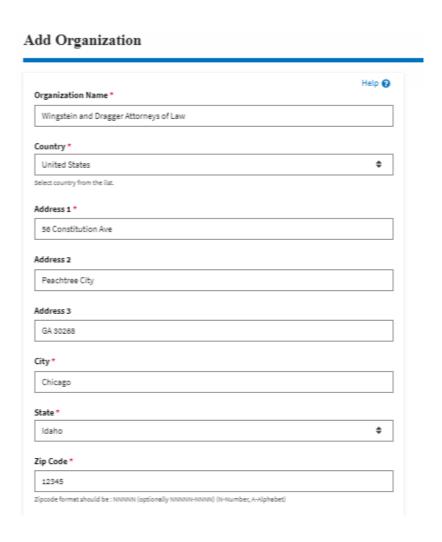


HOW DO YOU ADD AN ORGANIZATION?

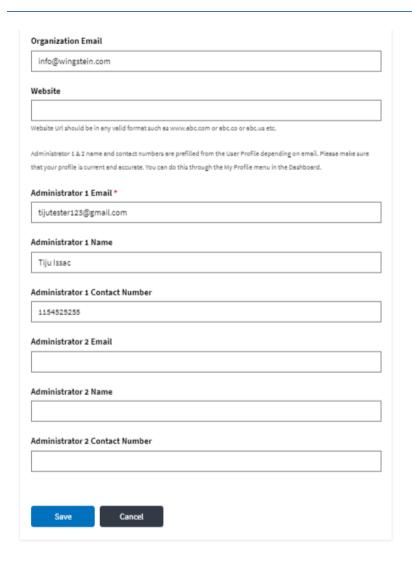
- 1. Login to your account
- 2. Click on the 'My Account' menu item or the 'My Account' tile on the dashboard
- 3. Navigate to 'My Organizations'



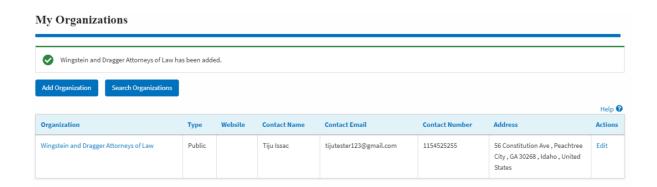
4. Click on "Add Organization" and fill in the details





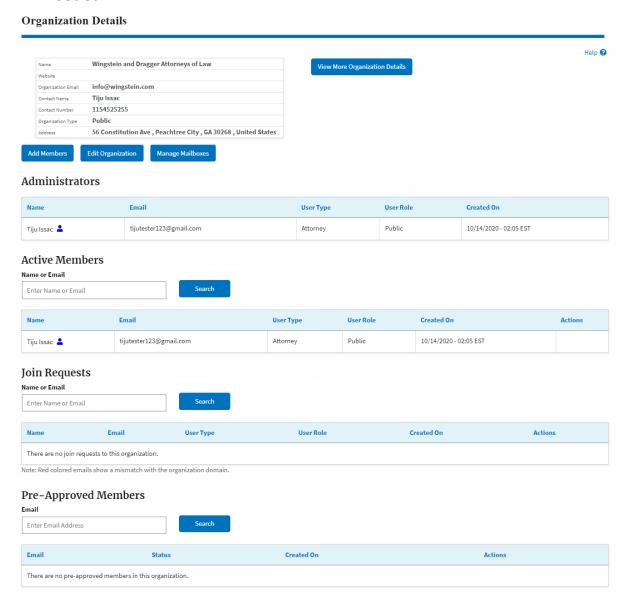


- 5. Click "Save" to add your Organization
- 6. A new organization is added





7. Click on the organization name to visit the organization details page. The organization will be public by default. Admin can change it to trusted if needed.





HOW DO YOU ADD NEW MEMBER TO THE ORGANIZATION AS AN ADMINISTRATOR?

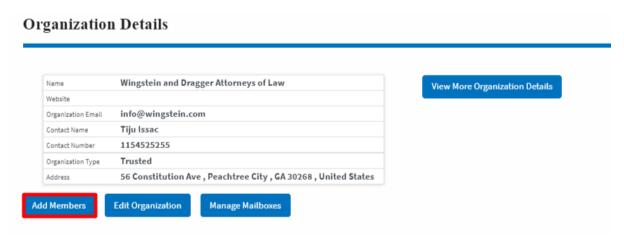
- 1. If you are not logged in already, follow the steps below
 - a. Log in as the organization administrator
 - b. Click on the My Account tile and click My Organizations.
- 2. If you are logged in, then click on the 'My Organization' breadcrumb.



3. Click on the name of the organization you wish to manage.

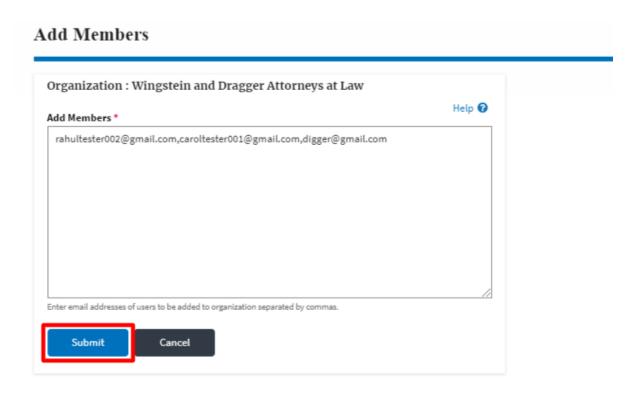


4. Click on the "Add Members" button.



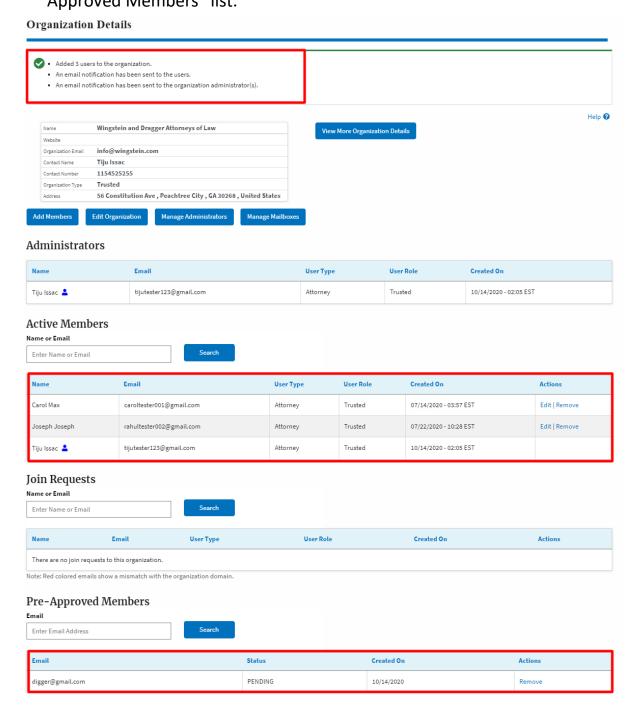


5. Enter the email ids of members separated by commas and click submit.





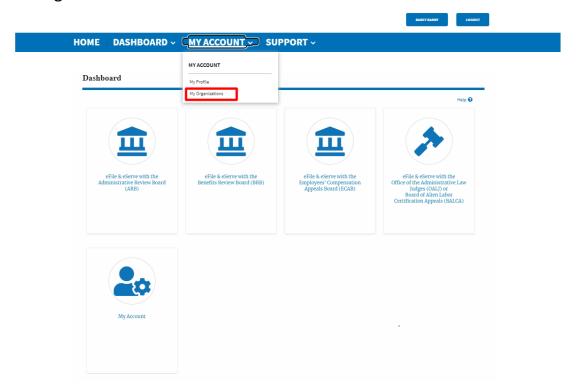
6. A confirmation message will be displayed.
Users who are already registered in the eFile and eServe system are added to the "Active Members" list. Users who are not registered are added to the "Pre-Approved Members" list.



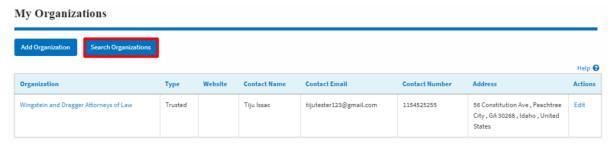


HOW DO YOU SEARCH FOR AN EXISTING ORGANIZATION AND REQUEST TO JOIN IT?

 Login to your account and click on the "My Account" dropdown and select "My Organization"



2. My Organizations main page will be displayed. Click on the "Search Organizations" button to see the search option.

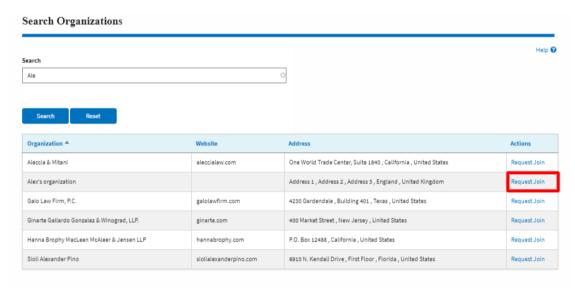




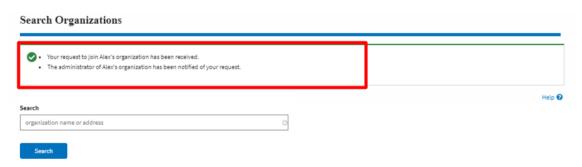
3. Type in the search string and click "Search".



4. In the search result, identify the organization and click on "Request Join" to send a request to the administrator to add you to the organization.

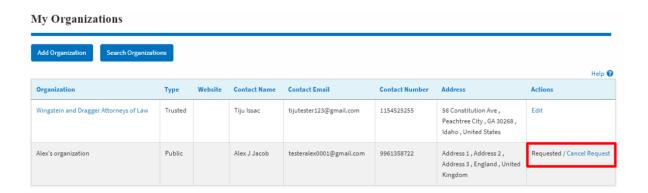


5. This is the confirmation message for Request Join.





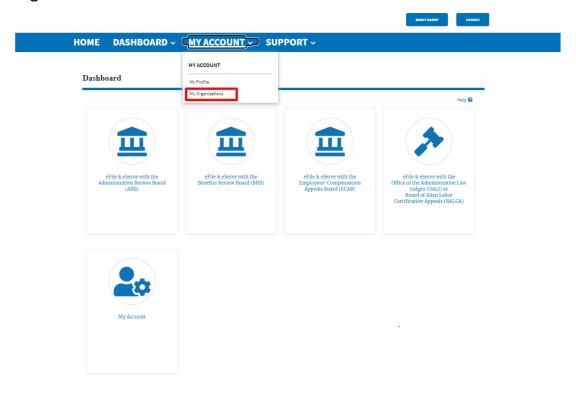
6. My Organizations main page will show the organization in the table with "Requested" status. Once the administrator of the organization approves the request, you will be added to the organization.



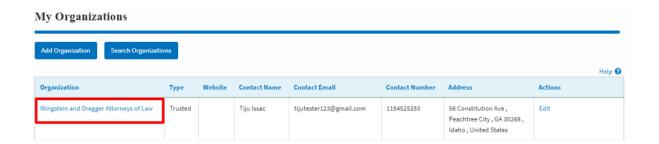


HOW DO YOU ACCESS THE ORGANIZATION PAGE?

 Login to your account and click on the "My Account" dropdown and select "My Organization"

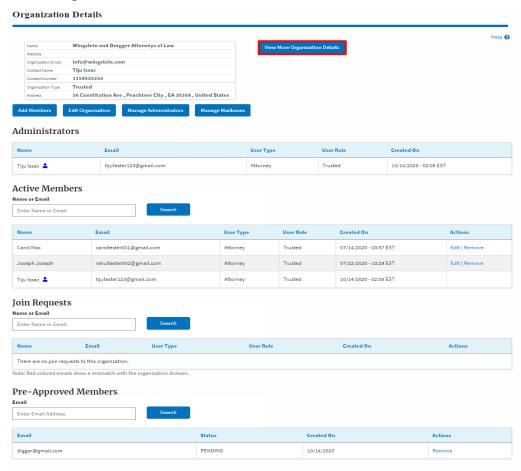


2. My Organization main page will be displayed and click on the organization name to see details of the organization

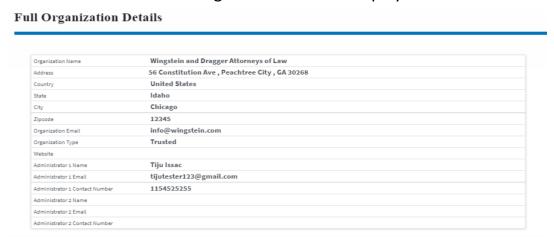




3. Click the View More Organization Details to see the full details of the organization.



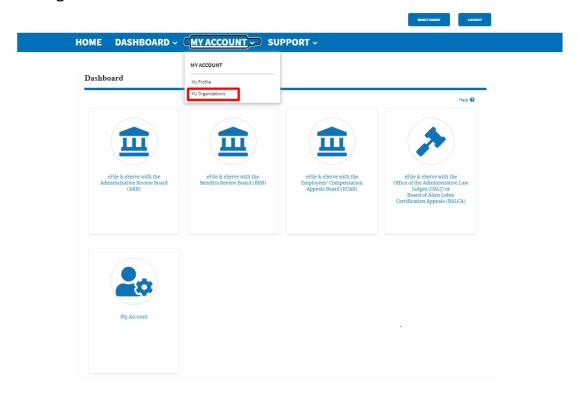
4. The full details of the organization will be displayed.



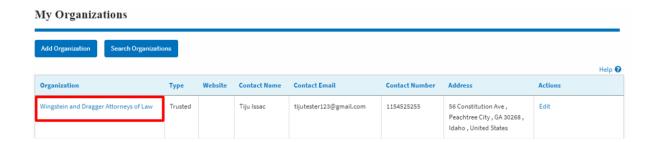


HOW DO YOU EDIT THE ORGANIZATION DETAILS?

 Login to your account and click on the "My Account" dropdown and select "My Organization"

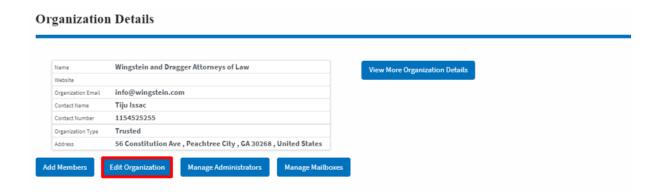


2. Click on the name of the organization you wish to edit.

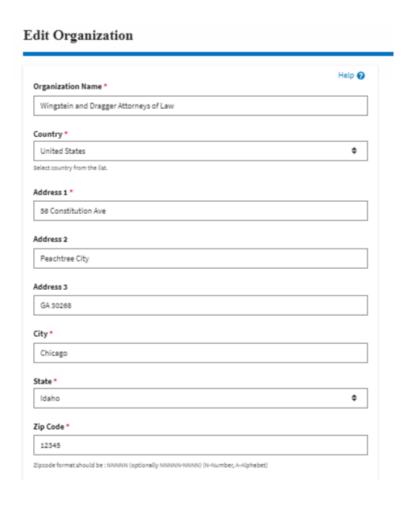




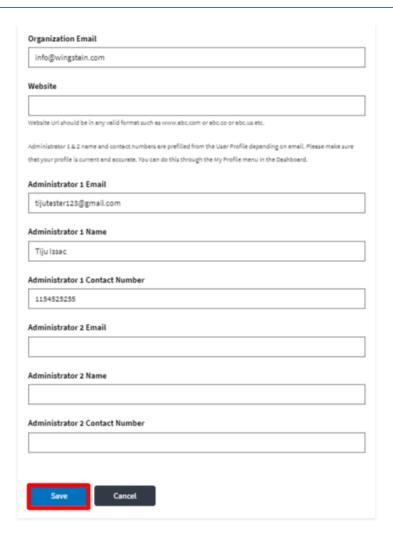
3. Click on the "Edit Organization" button to edit the organization details.



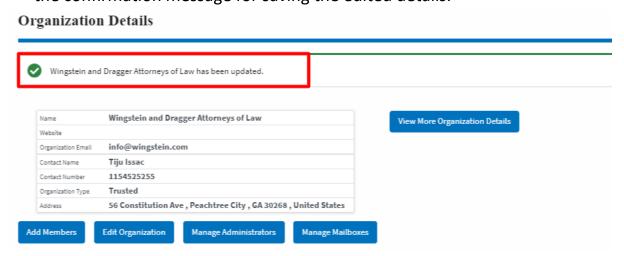
4. Click the "Edit" link on the My Organizations' main page to edit the details of the organization. Please Note: this option is available only to the administrator of the organization.







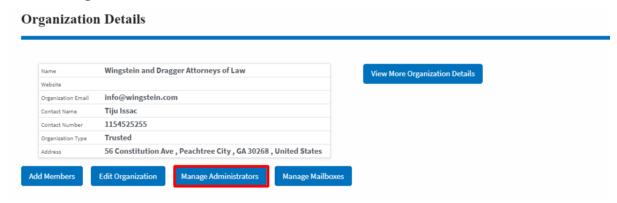
5. Click the "Save" button to save the edited details of the organization. This is the confirmation message for saving the edited details.





HOW DO YOU MANAGE THE ADMINISTRATORS IN THE ORGANIZATION?

 Login to your account and access the Organization Details page and click on "Manage Administrators"

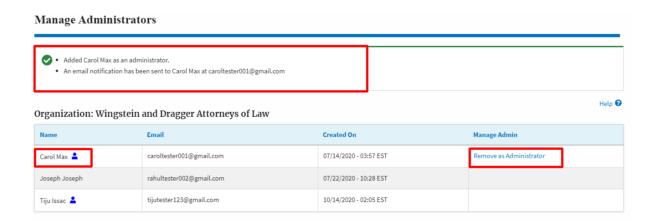


2. Click on the "Add as Administrator" link against which member to be made the administrator.

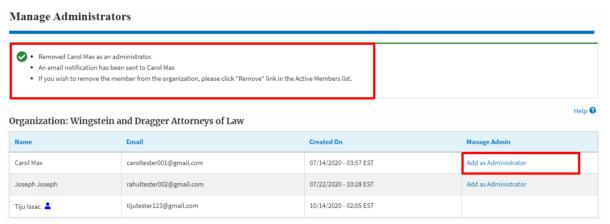




3. The added administrator will have a blue person icon next to the name and a "Remove as Administrator" link also.



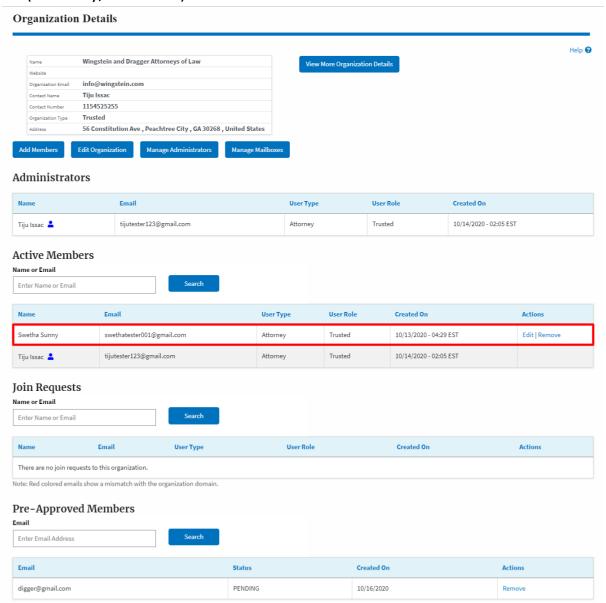
4. To remove the administrator, click on the "Remove as Administrator" link. Hit OK on the pop-up to confirm.





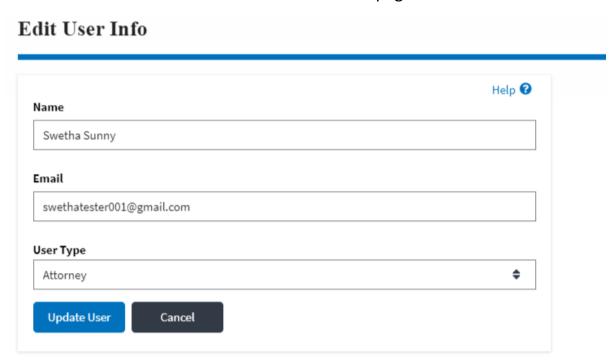
HOW DO YOU EDIT THE USER TYPE OF A MEMBER?

 Login to your account as an Organization administrator and navigate to the Organization page. Click on the Edit link to edit the User Type (Attorney/Individual) of the member.



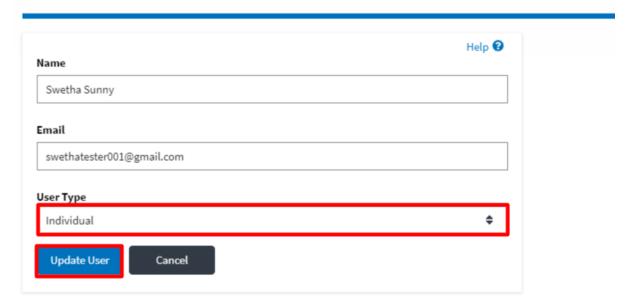


2. The user will be directed to the Edit User Info page.



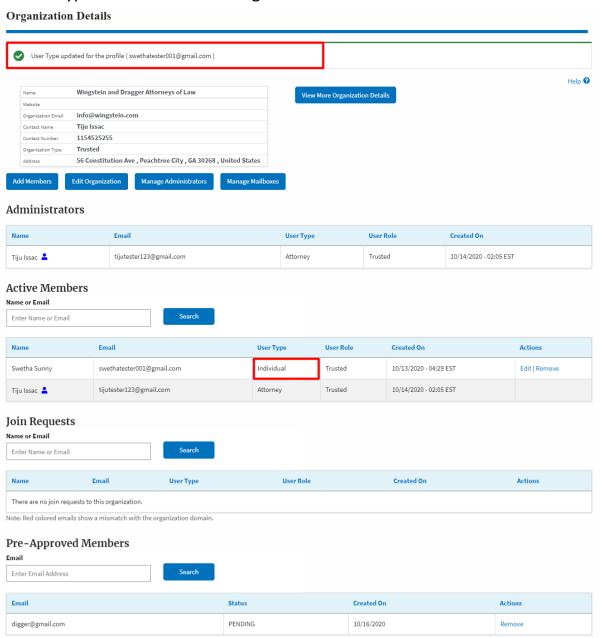
3. Change the User Type of the member and click on the Update User button.

Edit User Info





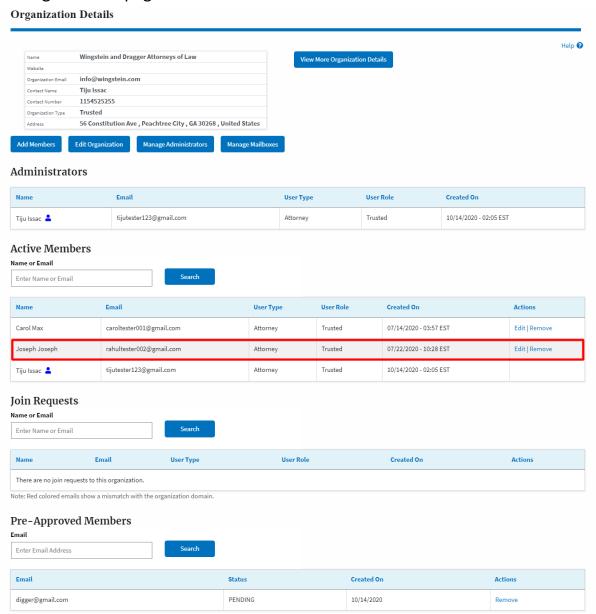
4. A confirmation message will be displayed and in the Active Members table the user type of the member changes.





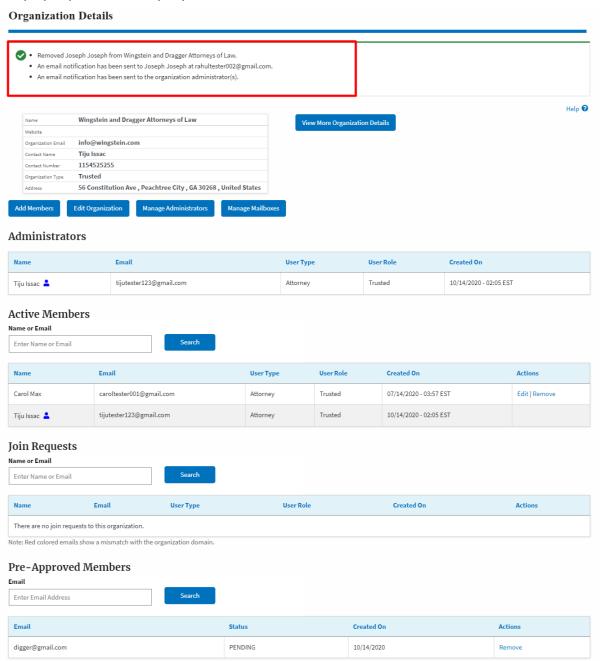
HOW DO YOU REMOVE A MEMBER FROM THE ORGANIZATION?

 Login to your account as Organization administrator and navigate to the Organization page





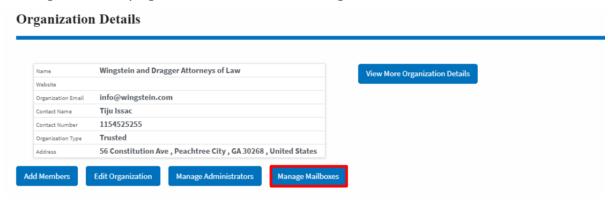
2. Click on the "Remove" link next to the Member to be removed, a confirmation pop-up will be displayed. Confirm and see confirmation of removal.



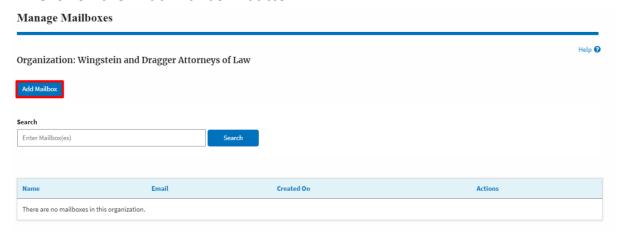


HOW TO CREATE NEW SHARED MAILBOX?

1. Login to your account as an Organization administrator and navigate to the Organization page and click on the Manage Mailboxes button.

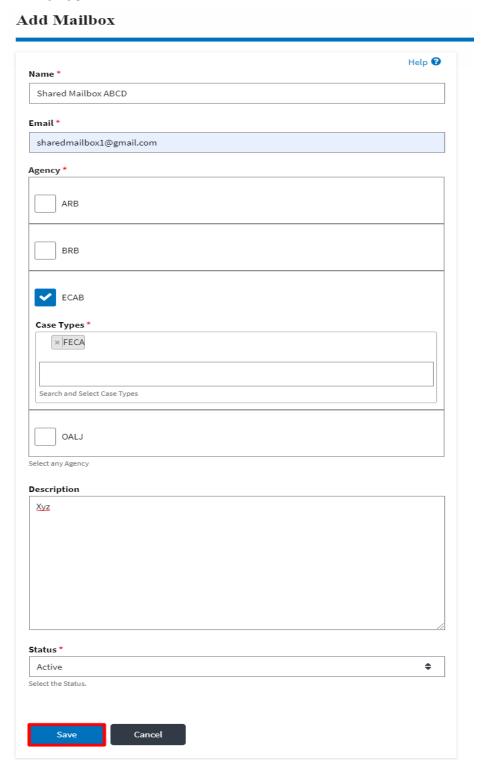


2. Click on the "Add Mailbox" button.



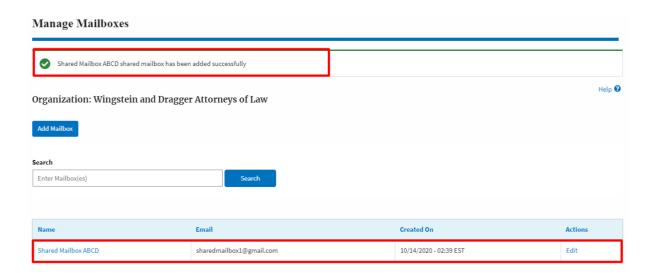


3. Fill all the required data in the form and click the 'Save' button to create the mailbox.





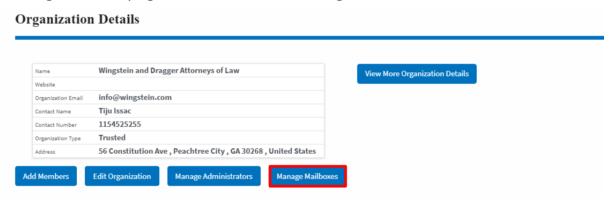
4. A new shared mailbox is created.



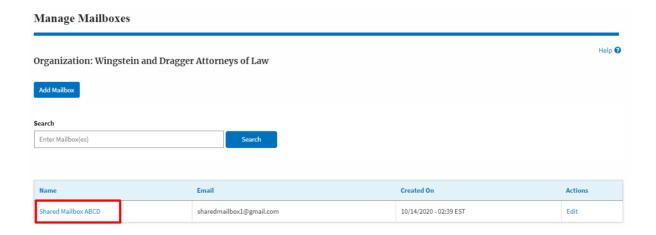


HOW TO ADD MEMBERS IN SHARED MAILBOX?

1. Login to your account as an Organization administrator and navigate to the Organization page and click on the Manage Mailboxes button.

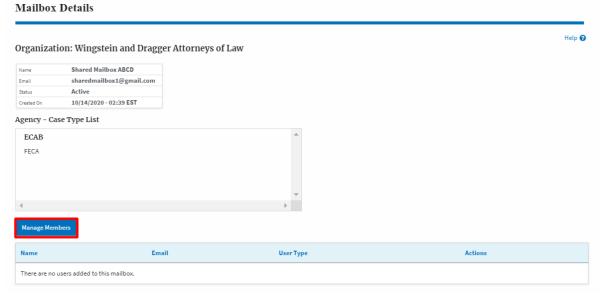


2. Click on the mailbox name from the table.





3. The mailbox details page is displayed. Click on the "Manage Members" button.

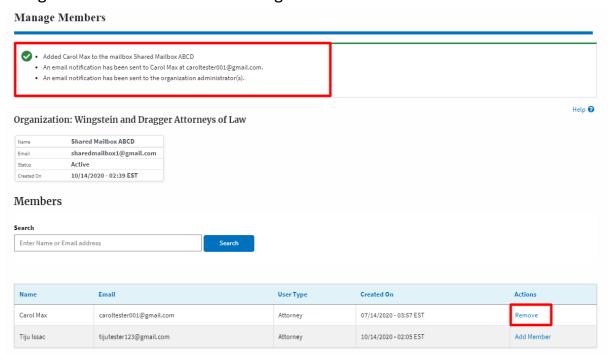


4. Click on the Add Member link against the member to be added to the mailbox.

Manage Members Help 🕜 Organization: Wingstein and Dragger Attorneys of Law Shared Mailbox ABCD sharedmailbox1@gmail.com Email Active Status Created On 10/14/2020 - 02:39 EST Members Search Enter Name or Email address Created On Actions Name User Type 07/14/2020 - 03:57 EST Carol Max caroltester001@gmail.com Add Member Attorney Add Member tijutester123@gmail.com 10/14/2020 - 02:05 EST Tiju Issac Attorney



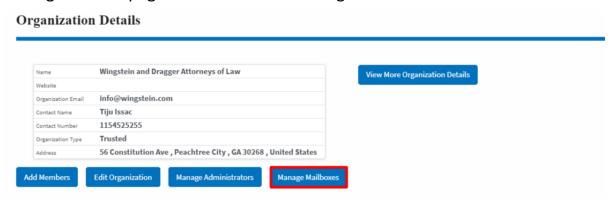
5. Add Member confirmation will be displayed. Also the "Add Member" link against the added member changes to "Remove".



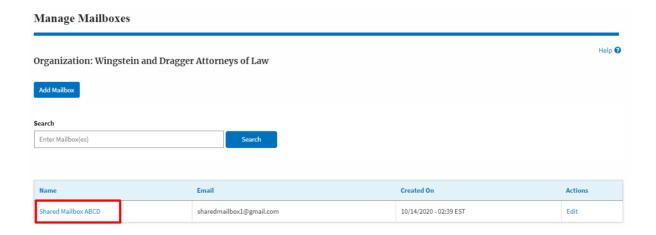


HOW TO REMOVE MEMBERS FROM SHARED MAILBOX?

1. Login to your account as an Organization administrator and navigate to the Organization page and click on the Manage Mailboxes button.

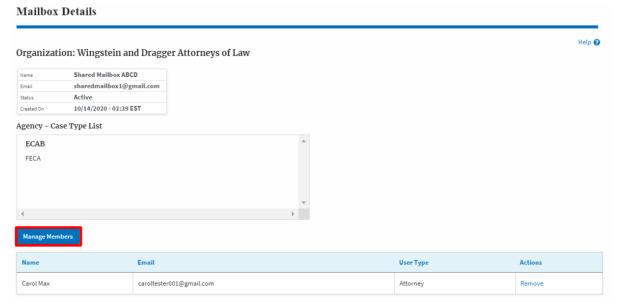


2. Click on the mailbox name from the table.

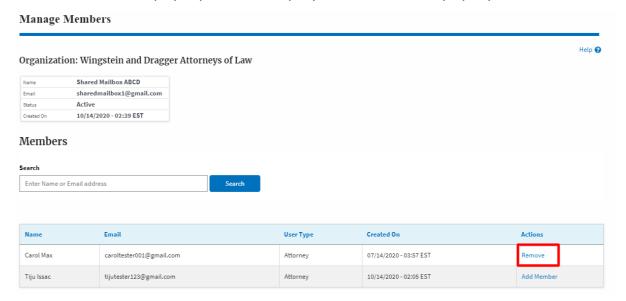




3. The mailbox details page is displayed. Click on the "Manage Members" button.

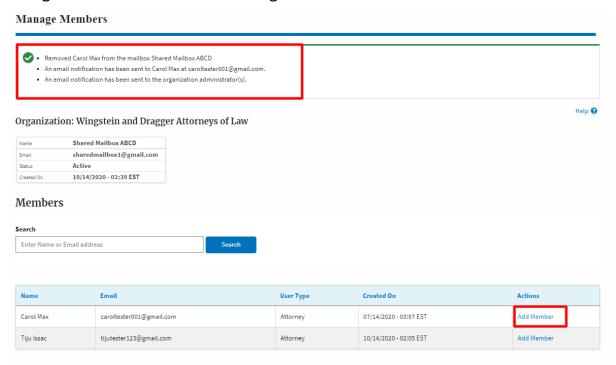


4. Click on the Remove link against the member to be removed from the mailbox. a confirmation pop-up will be displayed. Confirm the pop-up.





5. Remove Member confirmation will be displayed. Also the "Remove" link against removed member changes to "Add Member".



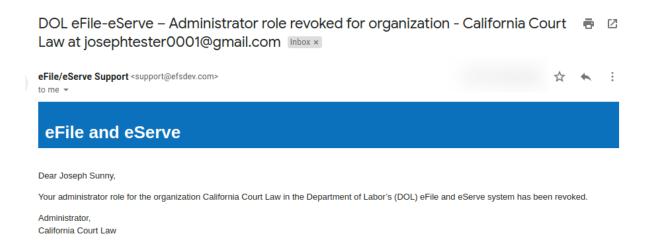


OVERVIEW OF ORGANIZATION EMAIL NOTIFICATIONS

1. Email Notification to Admin on 'Add Administrator' to Organization:



2. Email Notification to Admin on 'Remove Administrator' to Organization:





3. Email Notification to Admin on 'Request to Join Organization' from User:

DOL eFile-eServe – Request to join organization - Wingstien and Dragger Attorneys

eFile and eServe

Dear Administrator(s),

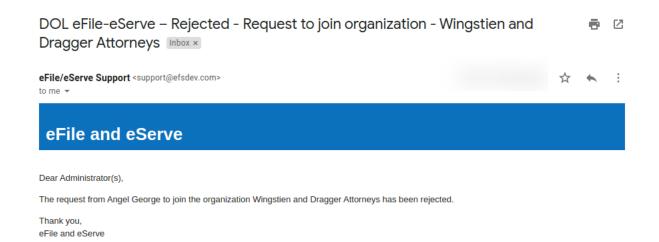
Angel George (email id: angeltester001@gmail.com) has requested to join the organization Wingstien and Dragger Attorneys.

Please click on the link below to confirm or reject the request.

https://efstest2.mindpetal.com/dashboard/user-profile/org/10269/view

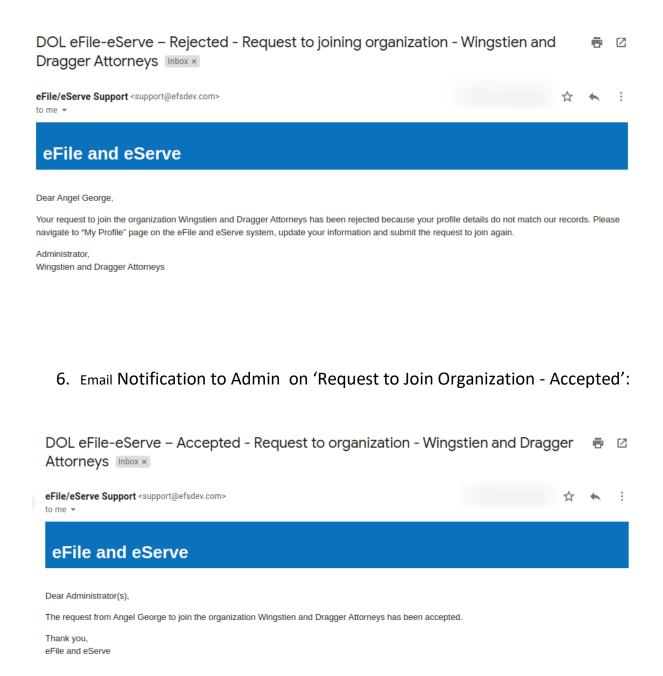
Thank you,
Team eFile and eServe

4. Email Notification to Admin on 'Request to Join Organization - Rejected':



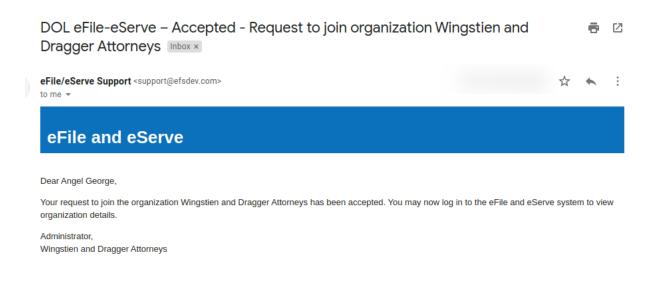


5. Email Notification to User on 'Request to Join Organization - Rejected':

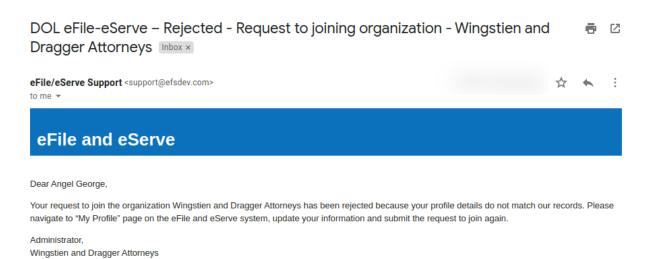




7. Email Notification to User on 'Request to Join Organization - Accepted':

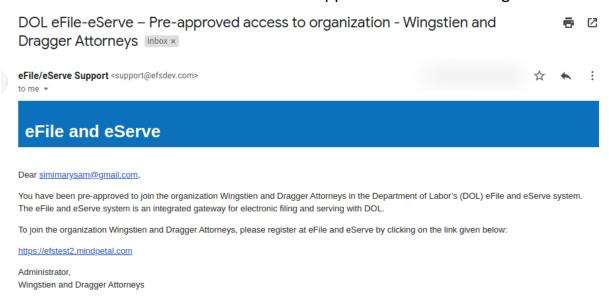


8. Email Notification to Admin on 'Pre-Approved Member to Organization'

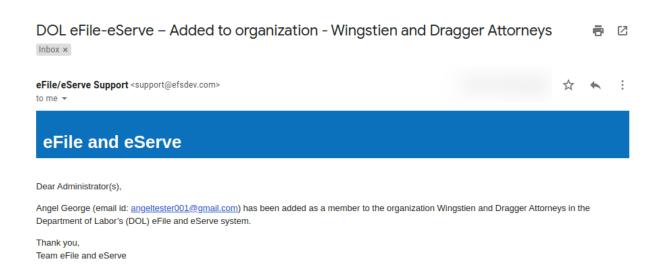




9. Email Notification to User on 'Pre-Approved Member to Organization':

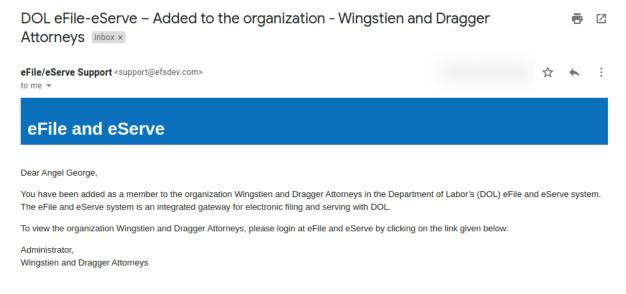


10. Email Notification to Admin on 'Add Member' to Organization:

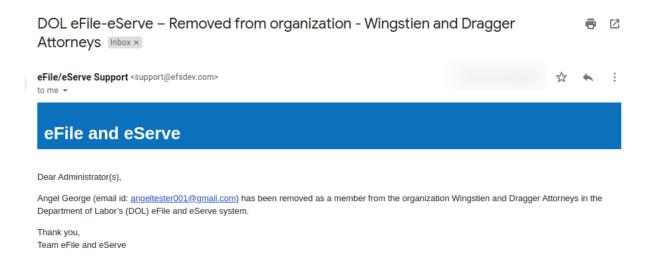




11. Email Notification to User on 'Add Member' to Organization:

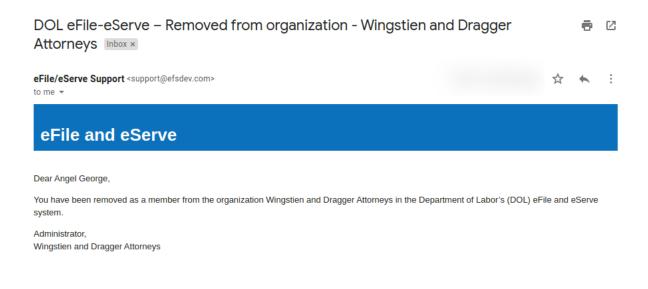


12. Email Notification to Admin on 'Remove Member' to Organization:

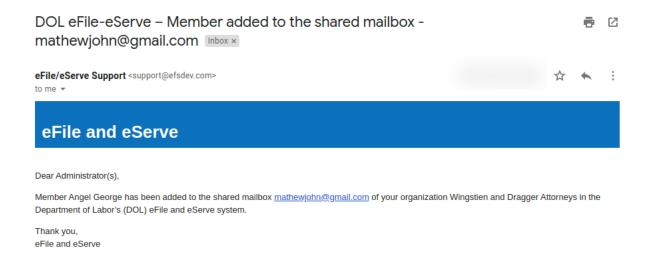




13. Email Notification to User on 'Remove Member' to Organization

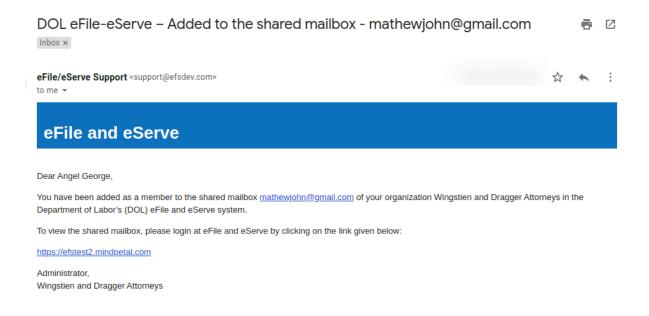


14. Email Notification to Admin on 'Add Member to Mailbox':

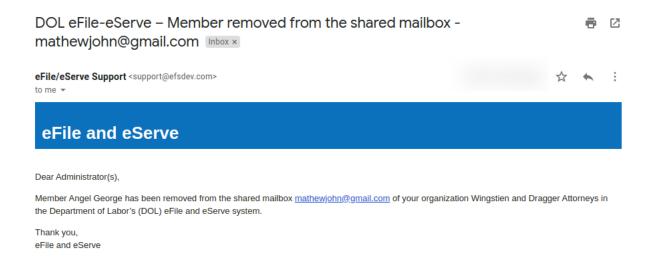




15. Email Notification to Member on 'Add Member to Mailbox':

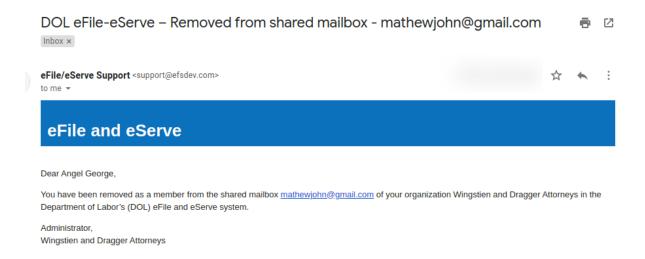


16. Email Notification to Admin on 'Remove Member from Mailbox':





17. Email Notification to Member on 'Remove Member from Mailbox':





OALJ AND BALCA DASHBOARD AND FLOWS

The OALJ and BALCA dashboard displays the Office of the Administrative Law Judges (OALJ) or the Board of Alien Labor Certification Appeals (BALCA) cases.

Using the OALJ and BALCA dashboard, users can file new cases, access cases, view case details, submit filings to cases, view filings from other parties to the case, view servings from OALJ, etc.

In the case details page, users with access can see the parties on the case, the filings, and the servings to the case.

To access existing open or closed cases, use the Access Cases button to search and obtain access to the case. The accessed cases are displayed in the Accessed Cases table.

To file a new case, use the File a New Case button to submit the new case. The new case is filed by selecting the appropriate program area, sub-area, originating agency, role in the case, and relevant documents. The new case is sent to OALJ for docketing. Once approved, filings can be done on the case.

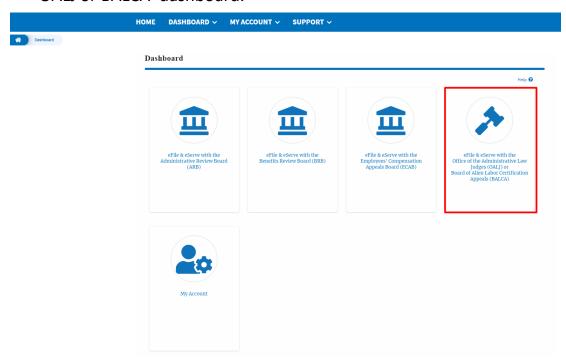
Filings can be done on cases by selecting the individual case and using the Submit a New Filing button to fill in the details. The new filing is submitted to OALJ for processing.

Servings to cases are sent from OALJ and will be available in the servings table for each case.



HOW TO VIEW OALJ/BALCA DASHBOARD?

1. Click on the **OALJ** or **BALCA** tile from the main dashboard page to access the 'OALJ or BALCA' dashboard.



2. **OALJ and BALCA** Dashboard includes buttons 'File a New Case', 'Access Cases', and 'Multi Case Filing'.

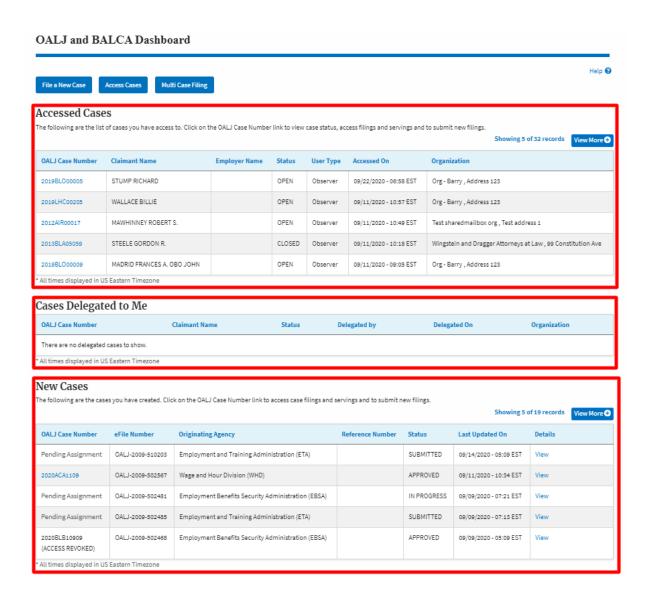
Note: **Multi Case Filing** button will only appear if at least one submitted/approved case is listed in the Request Access to Cases table.



- a. The File a New Case button lets users file a new case with OALJ
- b. The **Access Cases** button lets the Trusted user to directly access cases.
- c. The Multi Case Filing button lets users file a common filing to multiple cases at the same time



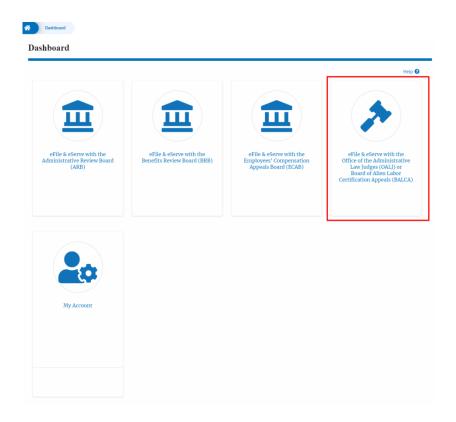
- 3. **OALJ and BALCA** Dashboard includes tables 'Accessed Cases','Cases Delegated to Me', and 'New Cases'.
 - a. The **Accesses Cases** table lists all the cases that the user has obtained access to
 - b. The **Cases Delegated to Me** table lists all the cases that other attorneys in the same organization have delegated to the user.
 - c. The **New Cases** table lists all the new cases that the user has submitted.



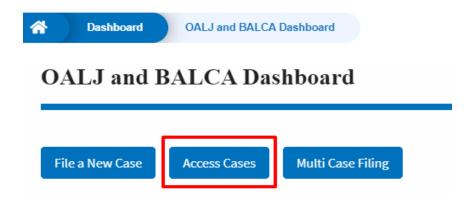


HOW TO ACCESS CASES THROUGH FORM SUBMISSION?

1. Click on the eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA) tile from the main dashboard.

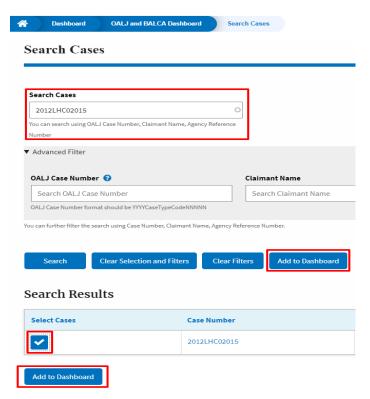


2. Click on the Access Cases button.

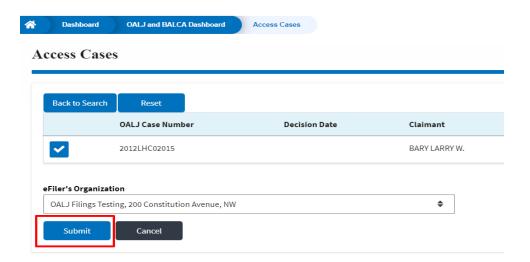




3. Search for any case using any relevant string and using filter options and click on the **Add to Dashboard** button that is displayed only if one of the cases is selected.

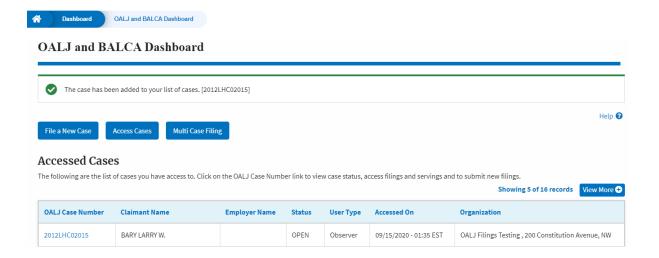


4. Select the **eFiler's organization** and click on the **Submit** button.





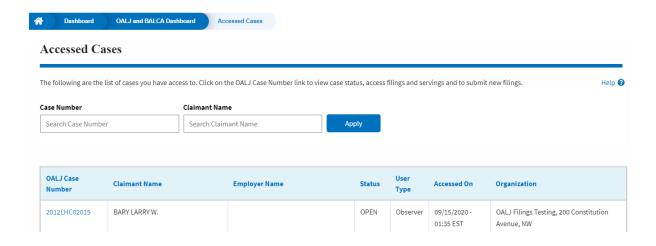
5. The accessed case will be shown in your **Accessed Cases** table with the **Observer** User Type along with a confirmation message.



a. Click on View More button to view all the accessed cases.



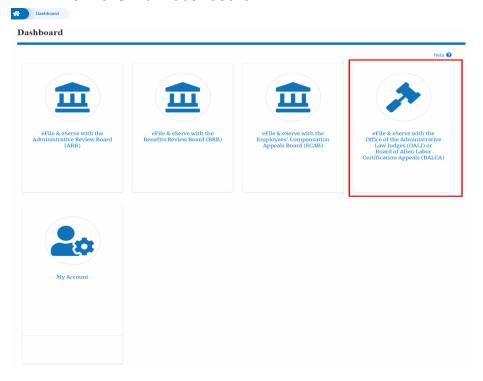
6. All the accessed cases will be listed on the Accessed Cases page.





HOW TO ACCESS CASES DIRECTLY?

1. Click on the eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA) tile from the main dashboard.

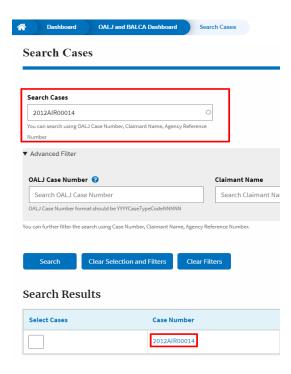


2. Click on the Access Cases button.

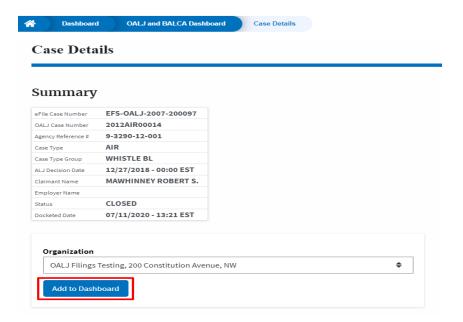


3. Search any case and click on the <OALJ Case Number> displayed.





4. Select the required organization and click on the **Add to Dashboard** button.





5. The case details page will show a confirmation message.



6. Click on the **OALJ and BALCA Dashboard** breadcrumb to go to the case dashboard.



7. The accessed case will be shown in your **Accessed Cases** table with the **Observer** User Type.

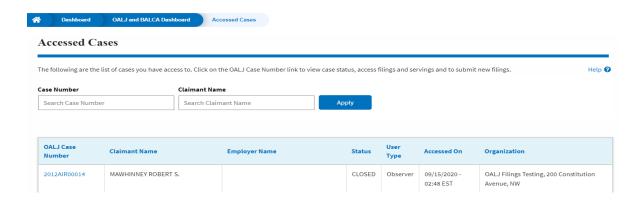




8. Click on View More button to view all the accessed cases.



9. All the accessed cases will be listed on the **Accessed Cases** page.



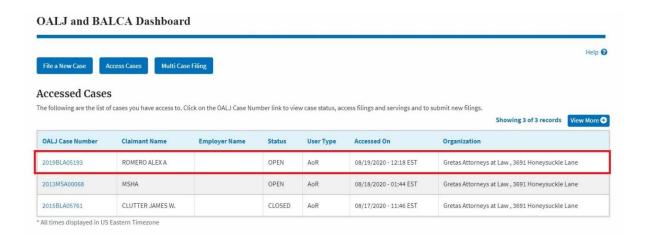


UNDERSTANDING THE COMPONENTS IN CASE DETAILS PAGE.

Click on the eFile & eServe with the Office of the Administrative Law Judges
 (OALJ) or Board of Alien Labor Certification Appeals (BALCA) tile from the main dashboard.

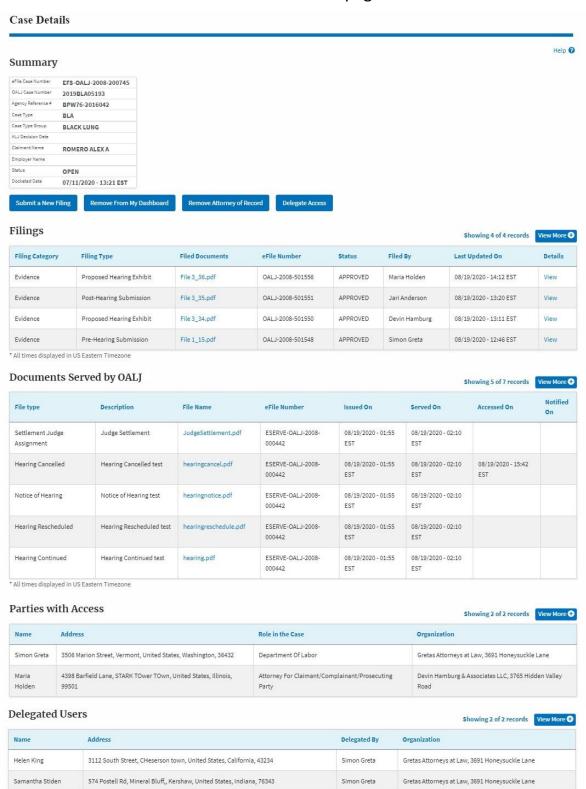


2. Click on any OALJ Case Number from the **Accessed Cases, Cases Delegated to Me** or **New Cases** tables.





3. The user will be directed to the case details page.

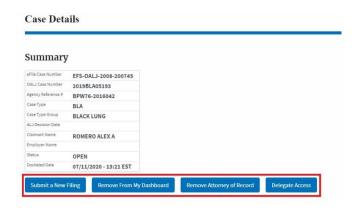




4. The case details page includes a summary section that gives a summary of the case details.

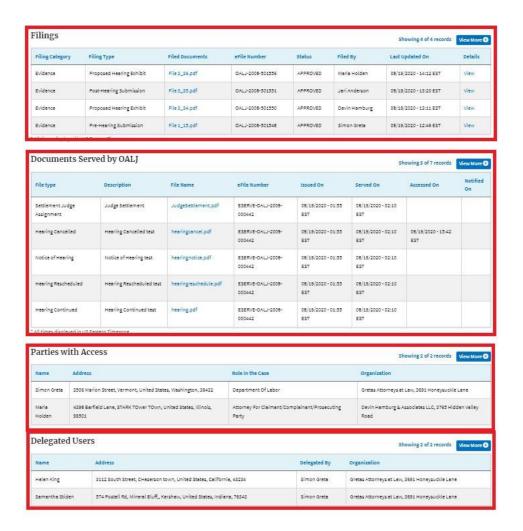


- The case details page includes buttons Submit a New Filing, Remove From My Dashboard, Remove Attorney of Record/Make Attorney of Record, and Delegate Access.
 - a. **'Submit a New Filing'** button is to bring up the form to submit a new filing related to the case.
 - b. 'Remove from My Dashboard' button is to bring up the page that lets you remove the case from your OALJ dashboard
 - c. If you are an attorney with an organization, you will get the button 'Delegate Access' by which you can delegate the control of submitting filings to other members of your organization.
 - d. The "Make Attorney of Record" button converts the observer to a party to the case. The "Remove Attorney of Record" button makes the trusted user an observer on the case once again.





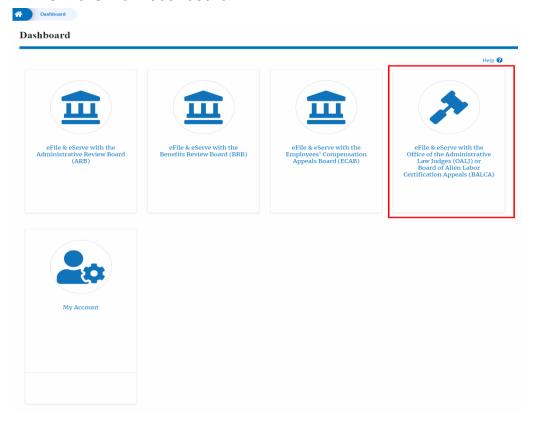
- The case details page includes tables Filings, Documents Served by OALJ,
 Parties with Access, and Delegated Users.
 - a. Filings table lists all the Filings you have done related to this case.
 - b. **Documents Served by OALJ** table lists all the servings issued by OALJ on the case.
 - c. **Parties with Access** table lists all the parties that have access to this case.
 - d. **Delegated Users** table lists all the users in your organization who have been delegated access to this case and the attorney who delegated the user.



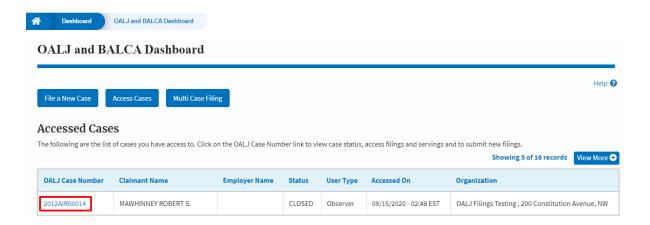


HOW TO MAKE THE USER ATTORNEY OF RECORD?

1. Click on the eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA) tile from the main dashboard.



2. Click on an OALJ Case Number with the **Observer** User Type.

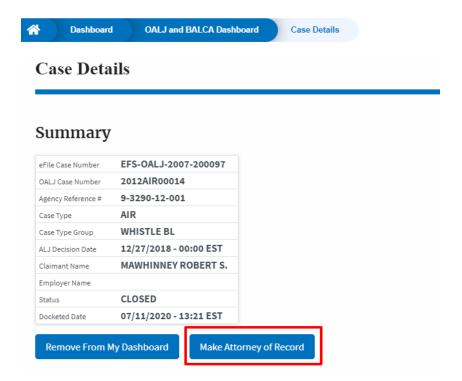




3. The case details page will be displayed with **Remove From My Dashboard** and **Make Attorney of Record** buttons.

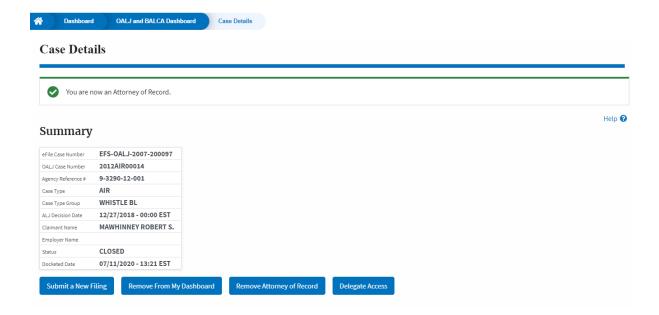


4. Click on the Make Attorney of Record button.





5. The case details page is displayed with **Submit a New Filing, Remove From My Dashboard, Remove Attorney of Record,** and **Delegate Access** buttons along with a confirmation message.



6. Click on the **OALJ and BALCA Dashboard** breadcrumb to go to the case dashboard.



7. The accessed case will be shown in your **Accessed Cases** table with the **AoR** User Type.

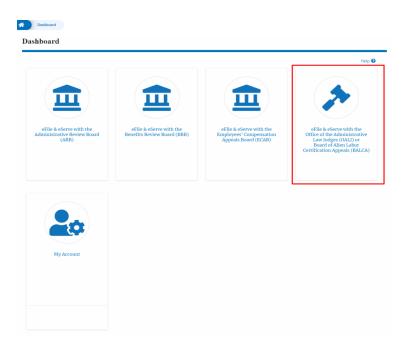






HOW TO DO REMOVE ATTORNEY OF RECORD?

1. Click on the eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA) tile from the main dashboard.



2. Click on an OALJ Case Number with the AoR User Type.

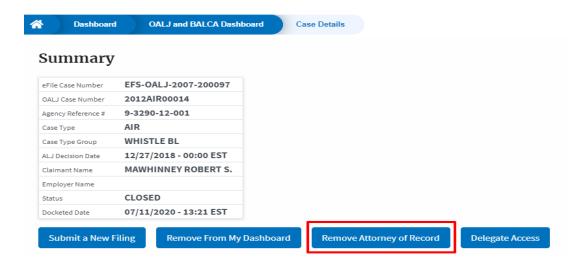




3. The case details page is displayed with **Submit a New Filing, Remove From My Dashboard, Remove Attorney of Record,** and **Delegate Access** buttons.

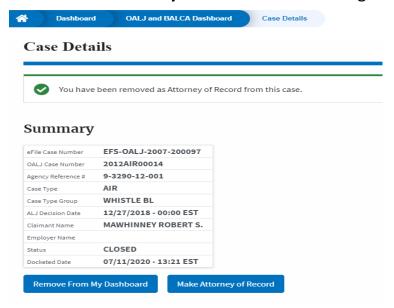


4. Click on Remove Attorney of Record button.





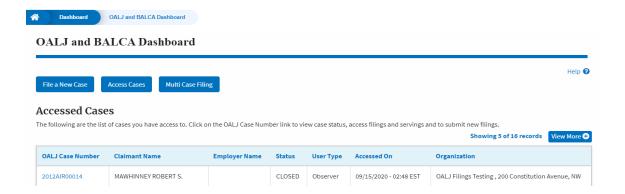
5. The case details page will displayed with **Remove From My Dashboard** and **Make Attorney of Record** buttons along with a confirmation message.



6. Click on the **OALJ and BALCA Dashboard** breadcrumb to go to the case dashboard.



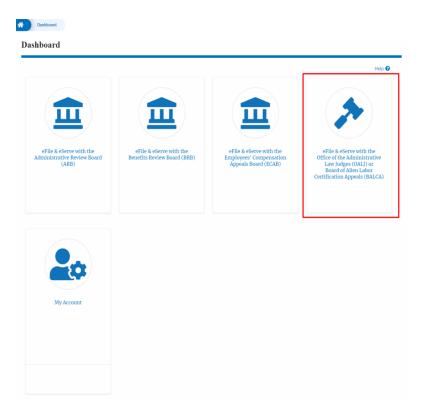
7. The accessed case will be shown in your **Accessed Cases** table with the **Observer** User Type.





HOW TO FILE A NEW CASE?

1. Click on the eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA) tile from the main dashboard.



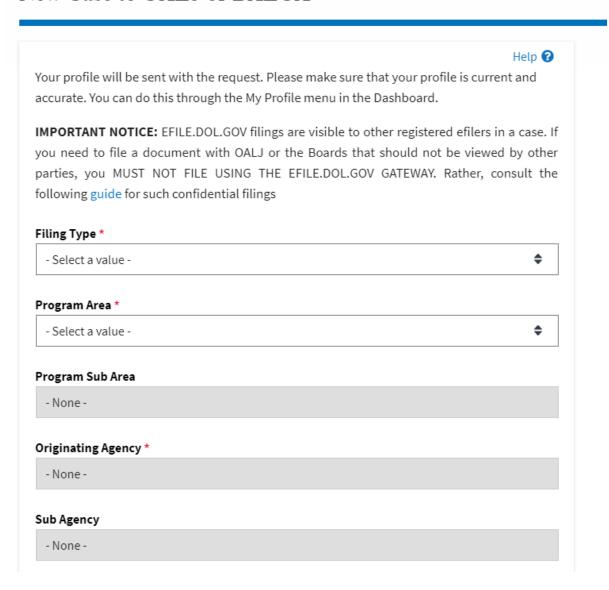
2. Click on the File a New Case button.



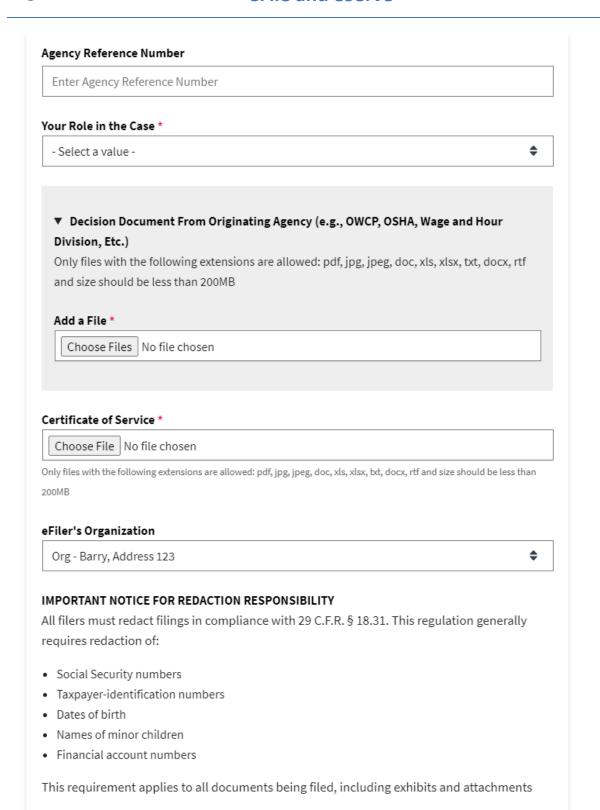


3. File a new case by filling out the mandatory fields and selecting the required organization and click on the **Submit to DOL** button after selecting the redaction box.

New Case to OALJ or BALCA







understand that I must comply with the redaction rules. I have read this notice.



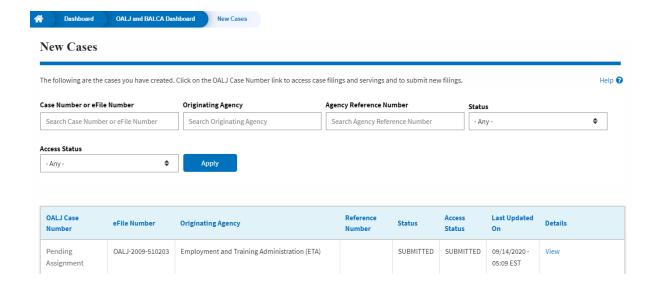
4. The submitted case will be shown in your **New Cases** table with the **SUBMITTED** status.



5. Click on **View More** button to view all the new cases.

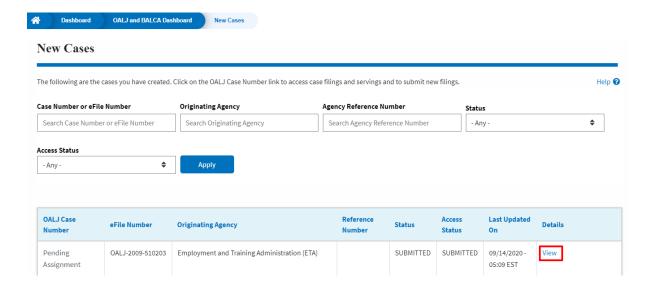


6. All the submitted cases will be listed on the **New Cases** page.

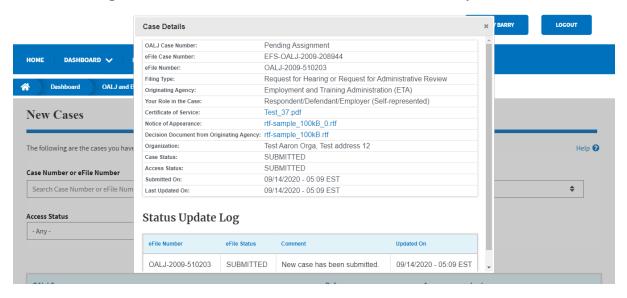




7. Click on the **View** link under the **Details** column header for navigating to the **Case Details** page.



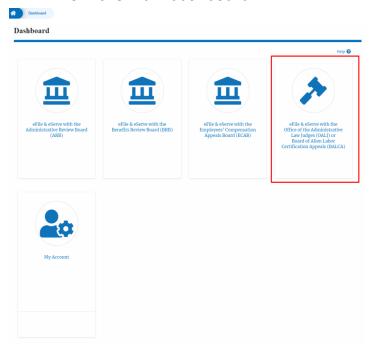
8. The user is displayed with the case details in a popup and can download by clicking on the document links which are submitted by the user.



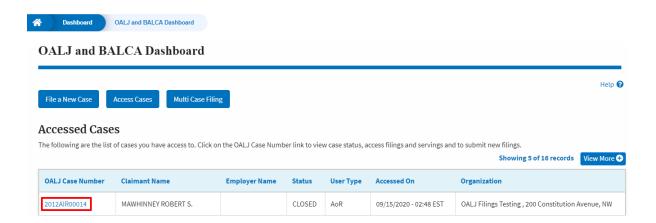


HOW TO SUBMIT A NEW FILING TO OALJ?

1. Click on the eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA) tile from the main dashboard.



2. Click on an OALJ Case Number with the AoR User Type.

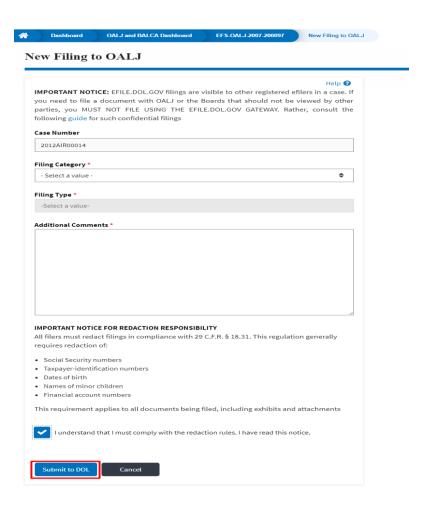




3. Click on the **Submit a New Filing** button. The user is navigated to **New Filing to the OALJ** page.

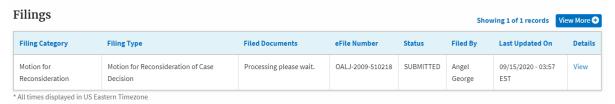


4. The user selects the **Filing Category** and its **Filing Type** and uploads the mandatory field and clicks on the **Submit to the DOL** button.

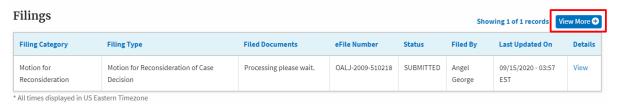




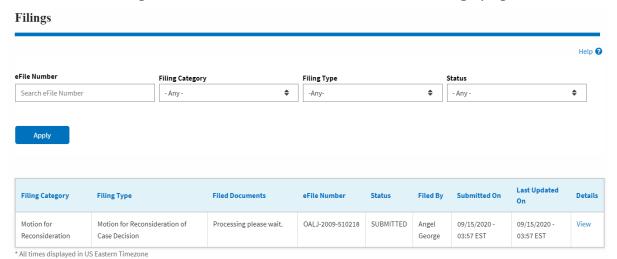
5. The filing is listed in the **Filings** table with the **SUBMITTED** status along with a confirmation message.



6. Click on View More button to view all the filings under the case.



7. All the filings under the case will be listed on the **Filings** page.



8. Click on the **View** link under the **Details** column header to view the filing details.

| Filing Category | Filing Type | Filed Documents | eFile Number | Status | Filed By | Submitted On | Last Updated On | Details |
|-------------------------------|--|-------------------------|------------------|-----------|-----------------|---------------------------|---------------------------|---------|
| Motion for Reconsideration | Motion for Reconsideration of Case Decision | Processing please wait. | OALJ-2009-510218 | SUBMITTED | Angel George | 09/15/2020 - 03:57 EST | 09/15/2020 - 03:57 EST | View |

^{*} All times displayed in US Eastern Timezone



9. The user is displayed with the details in a popup and can download the documents which are submitted by the user.



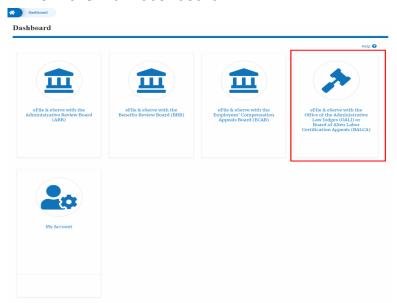
Status Update Log

| eFi | ile Number | eFile Status | Comment | Updated On | |
|-----|-----------------|--------------|--------------------------------|------------------------|--|
| OA | ALJ-2009-510218 | SUBMITTED | New filing has been submitted. | 09/15/2020 - 03:56 EST | |



HOW TO SUBMIT MULTI CASE FILINGS TO OALJ?

 Click on the eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA) tile from the main dashboard.



2. Click on the **Multi Case Filing** button. The user is navigated to the case details page.

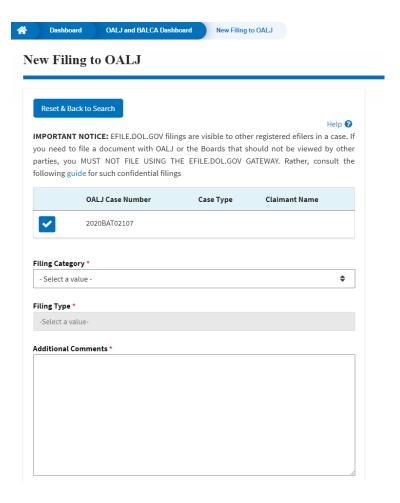




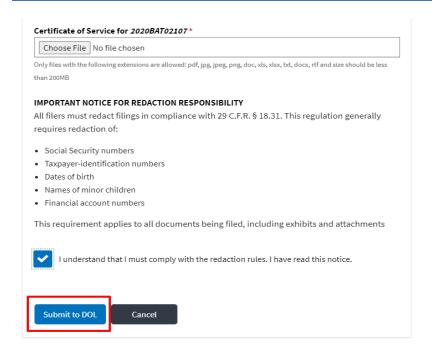
3. Select the case number and click on the **Add Filing** button. The user is navigated to **New Filing to the OALJ** page.



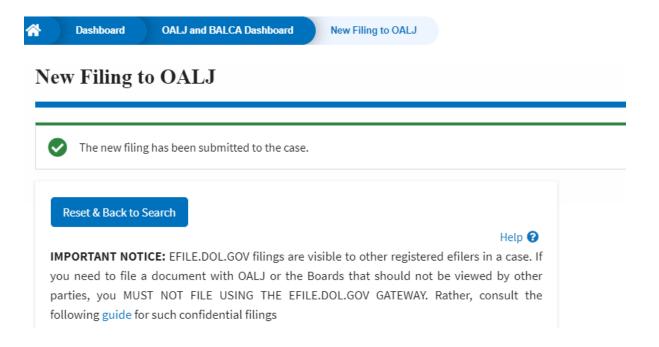
4. The user selects the **Filing Category** and its **Filing Type** and uploads the mandatory field and clicks on the **Submit to the DOL** button.







5. A confirmation message is showing in the New Filing to OALJ page.





6. Click on **OALJ and BALCA Dashboard** breadcrumb to go back to the dashboard.



New Filing to OALJ

7. Click on the <OALJ Case Number> to go to the case details page.



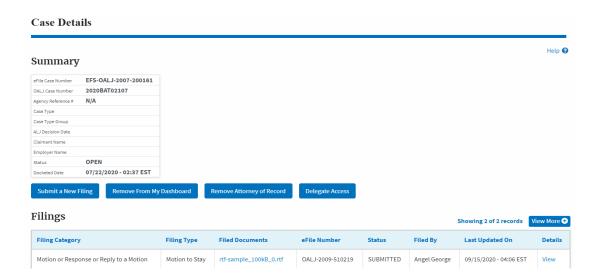
Accessed Cases

The following are the list of cases you have access to. Click on the OALJ Case Numb

| OALJ Case Number | Claimant Name | Employer Name | |
|------------------|---------------|---------------|--|
| 2020BAT02107 | | | |



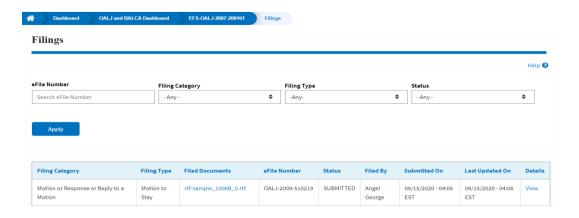
8. The filing is listed in the **Filings** table.



9. Click on View More button to view all the filings under the case.

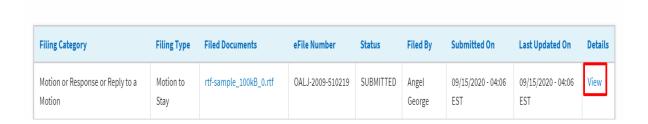


10. All the filings under the case will be listed on the Filings page.





11. Click on the **View** link under the **Details** column header to view the filing details.



12. The user is displayed with the details in a popup and can download the documents which are submitted by the user.



Status Update Log

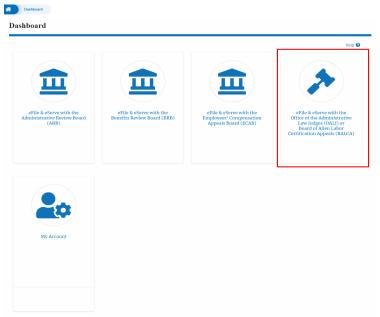
| eFile Number | eFile Status | Comment | Updated On |
|------------------|--------------|--------------------------------|------------------------|
| OALJ-2009-510219 | SUBMITTED | New filing has been submitted. | 09/15/2020 - 04:05 EST |



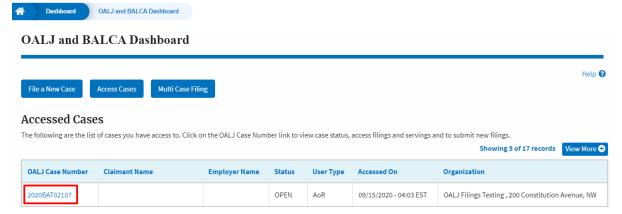
HOW TO DELEGATE ACCESS TO THE CASE?

 Click on the eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA) tile from the main dashboard.

Note: Case delegation can only be done by an Attorney.

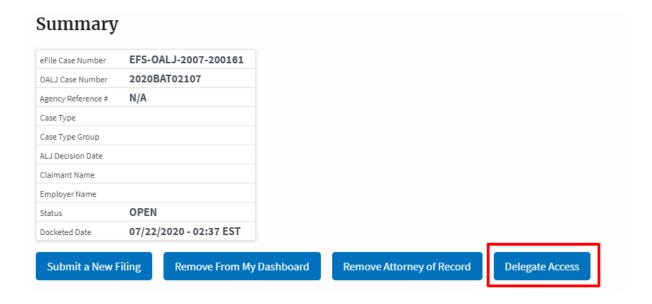


2. Click on an OALJ Case Number with the AoR User Type.





3. Click on the **Delegate Access** button. The user is navigated to the **Organization Members** page.

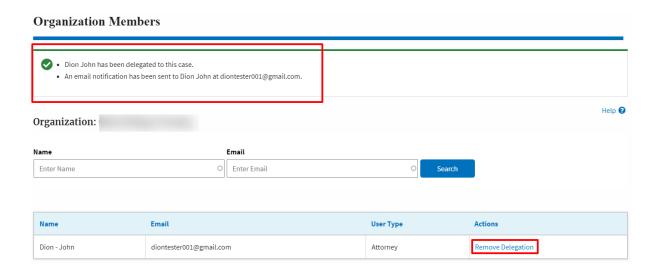


4. From the **Organization Members** table displayed, click on the **Delegate** link under the **Actions** column header against the user to be delegated.





5. The delegated confirmation will be displayed and the link against delegated member changes to **Remove Delegation**.



6. Click on <eFile Case Number> on the breadcrumb to go back to the case details page.



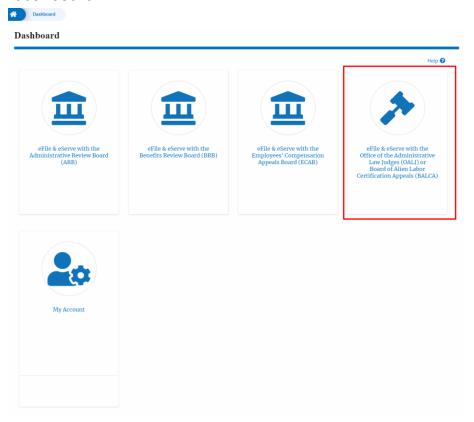
7. The delegated member will be displayed in the Delegated User table.





HOW TO ACCESS CASE DETAILS PAGE AS A DELEGATED USER?

Click on the eFile & eServe with the Office of the Administrative Law Judges
 (OALJ) or Board of Alien Labor Certification Appeals (BALCA) tile from the main dashboard.

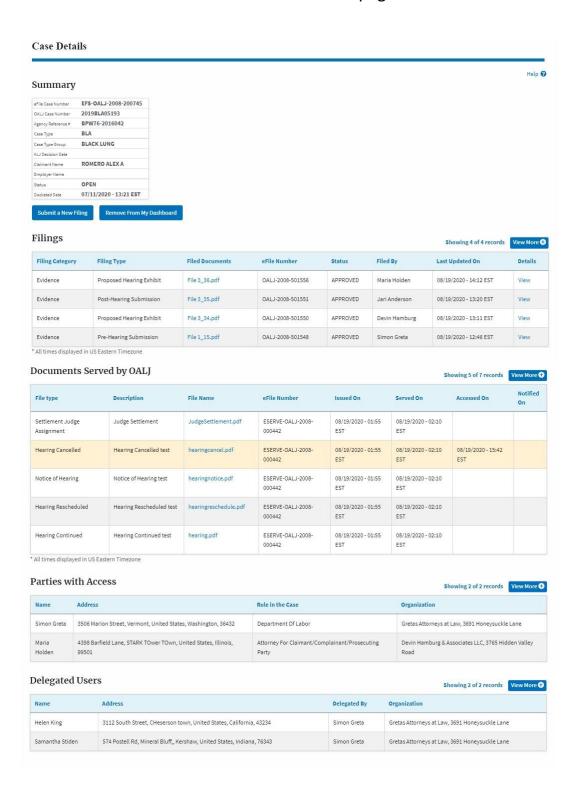


2. In the OALJ dashboard, click on any OALJ Case Number from the **Cases Delegated to Me** table.





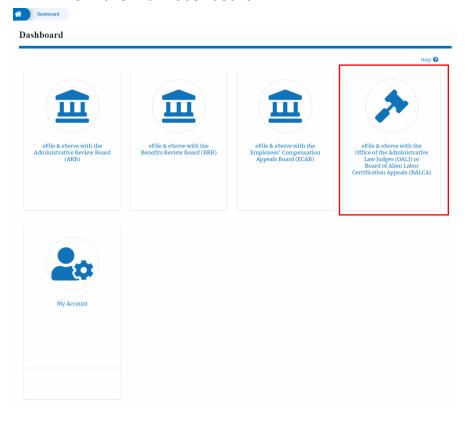
3. The user will be directed to the case details page.



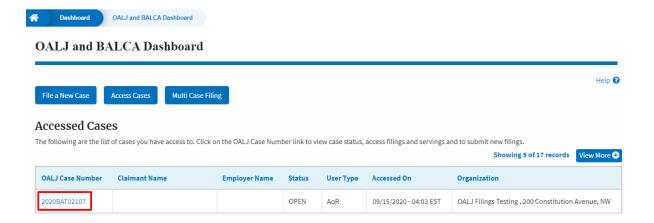


HOW TO REMOVE DELEGATION ACCESS FROM THE CASE?

 Click on the eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA) tile from the main dashboard.



2. Click on an OALJ Case Number with the AoR User Type.





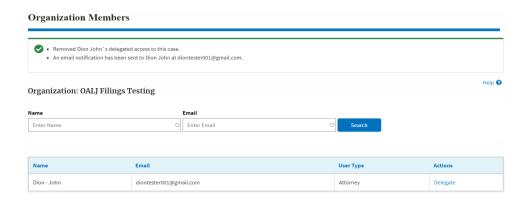
3. Click on the **Delegate Access** button to navigate to the Organization Members page.



4. From the Organization members table displayed, click on the **Remove Delegation** link under the **Actions** column header against the user to remove delegation.



5. The remove delegation confirmation will be displayed and the link against ex-delegated member changes to **Delegate**.





HOW TO ACCESS SERVED DOCUMENT?

1. Click on the eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA) tile from the main dashboard.



2. Click on an OALJ Case Number with the **AoR** User Type.





- 3. The **Documents Served by OALJ** table displays the served documents list.
 The table shows:
 - a. Issued On The date and time the serving was issued by OALJ
 - Served On The date and time the serving was served to the dashboard
 - Notified On The date and time the email regarding the serving was sent
 - d. Accessed On The date and time the serving was access by the user.

Documents Served by OALJ Showing 5 of 7 records View More + Notified File type Description File Name eFile Number Issued On Served On Accessed On On Settlement Judge Judge Settlement JudgeSettlement.pdf ESERVE-OALJ-2008-08/19/2020 - 01:55 08/19/2020 - 02:10 Hearing Cancelled Hearing Cancelled test hearingcancel.pdf ESERVE-OALJ-2008-08/19/2020 - 01:55 08/19/2020 - 02:10 08/19/2020 - 15:42 000442 EST EST EST Notice of Hearing Notice of Hearing test hearingnotice.pdf ESERVE-OALJ-2008-08/19/2020 - 01:55 08/19/2020 - 02:10 000442 EST EST Hearing Rescheduled ESERVE-OALJ-2008-08/19/2020 - 01:55 08/19/2020 - 02:10 hearingreschedule.pdf ESERVE-OALJ-2008-Hearing Continued Hearing Continued test hearing.pdf 08/19/2020 - 01:55 08/19/2020 - 02:10 000442 * All times displayed in US Eastern Timezone

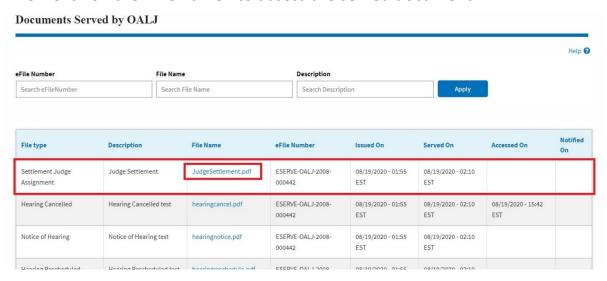
4. Click on the **View More** button to navigate to the **Documents Served by OALJ** page.

Documents Served by OALJ Showing 5 of 7 reco File type Description File Name eFile Number Issued On Served On Accessed On On Settlement Judge Judge Settlement JudgeSettlement.pdf ESERVE-OALJ-2008-08/19/2020 - 01:55 08/19/2020 - 02:10 Hearing Cancelled Hearing Cancelled test hearingcancel.pdf ESERVE-OALJ-2008-08/19/2020 - 01:55 08/19/2020 - 02:10 08/19/2020 - 15:42 EST 000442 EST EST Notice of Hearing Notice of Hearing test hearingnotice.pdf ESERVE-OALJ-2008-08/19/2020 - 01:55 08/19/2020 - 02:10 000442 EST EST ESERVE-OALJ-2008-Hearing Rescheduled Hearing Rescheduled test hearingreschedule.pdf 08/19/2020 - 01:55 08/19/2020 - 02:10 000442 ESERVE-OALJ-2008-08/19/2020 - 01:55 08/19/2020 - 02:10 Hearing Continued Hearing Continued test hearing.pdf 000442 EST EST

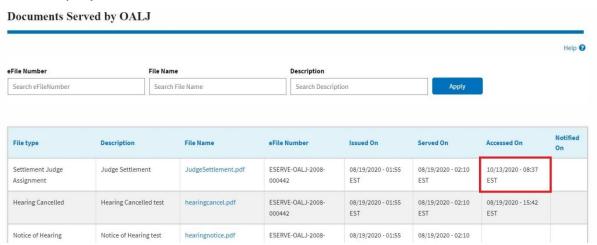
^{*} All times displayed in US Eastern Timezone



5. Click on the <file name> to access the served document.



6. Once the document is accessed, the **Accessed On** date and time will be displayed in the column.





OVERVIEW OF OALJ CASE EMAIL NOTIFICATIONS FOR DOL USERS

1. Email Notification on 'Submitted - New Case:

New Case to OALJ has been submitted - DO NOT REPLY



DOL eFile-eServe <noreply@dol.gov>

to me 🕶

eFile and eServe

Dear Barey Barry,

A new case has been submitted. Please find the details below.

Agency : OALJ

Originating agency : Employment and Training Administration (ETA)

Agency reference number :

Program area : Grants / Audits

Program sub-area : Grant Challenges / Complaints Pursuant to Audit

eFile Number : OALJ-2009-510203 eFile Case Number : EFS-OALJ-2009-208944

Status : Submitted

Date : September 14, 2020 at 5:09 AM ET

Please click the link(s) below to view the document(s):

532819

532820

532821

Thank you,

Office of the Administrative Law Judges

U.S. Department of Labor



2. Email Notification on 'Approved - New Case':

New Case 2020BLA1709 has been docketed - DO NOT REPLY INDOX X



DOL eFile-eServe <noreply@dol.gov>

to me 🕶

eFile and eServe

Dear Barey Barry,

A new case has been docketed. Please find the details below.

OALJ Number : 2020BLA1709

Agency : OALJ

Originating agency: Wage and Hour Division (WHD)

Program area: Wage and Hour Enforcement Action

Program sub-area : Davis-Bacon Act, Service Contract Act, and related Acts

eFile Number : OALJ-2009-510241 eFile Case Number : EFS-OALJ-2009-208954

Status : Approved

Date : September 17, 2020 at 6:29 AM ET

Agency Comments: Approved

The following parties will be electronically notified:

 Name
 Email

 Sol Benj
 info@wingstein.com

 Barey Barry
 barrytester001@gmail.com

 Aaron Tester
 aarontester001@gmail.com

Thank you,

Office of the Administrative Law Judges

U.S. Department of Labor

3. Email Notification on 'Rejected - New Case':

New Case for the Case has been Rejected - DO NOT REPLY



DOL eFile-eServe <noreply@dol.gov> to me ▼

eFile and eServe

Dear Dion John,

Please find the details of your New Case below.

Agency : OALJ

eFile Number : OALJ-2009-502527 eFile Case Number : EFS-OALJ-2009-201287

Status : Rejected

Date : September 10, 2020 at 11:29 AM ET
Comments : Rejecting this new case request.

Please click the link(s) below to view the document(s):

509832

509833

509834

Thank you,

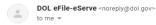
Office of the Administrative Law Judges

U.S. Department of Labor



4. Email Notification on 'Submitted - Filing':

Notice of Appearance for the Case 2020ACA00291 has been Submitted - DO NOT REPLY INDOX X



eFile and eServe

Dear Dion John,

Please find the details of your Notice of Appearance below.

Case Number : 2020ACA00291 eFile Number : OALJ-2009-510296 eFile Case Number : EFS-OALJ-2009-208981

Status : Submitted

: September 24, 2020 at 1:43 AM ET

Please click the link(s) below to view the document(s):

532960

Thank you, Office of the Administrative Law Judges

U.S. Department of Labor

Please login to DOL <u>eFile and eServe</u> to view the details

5. Email Notification on 'Approved - Filing':

Notice of Appearance for the Case 2020ACA02508 has been Approved - DO NOT REPLY INDOX X



eFile and eServe

Dear Dion Tester,

Please find the details of your Notice of Appearance below.

Case Number : 2020ACA02508 : OALJ eFile Number : OALJ-2008-501965 eFile Case Number: EFS-OALJ-2008-201000

: Approved

: August 27, 2020 at 2:58 AM ET

Please click the link(s) below to view the document(s):

508907 508908 508909

Thank you,

Office of the Administrative Law Judges

U.S. Department of Labor



6. Email Notification on 'Rejected - Filing':

Notice of Appearance for the Case 2020BAT00907 has been Rejected - DO NOT REPLY



DOL eFile-eServe <noreply@dol.gov> to me ▼

eFile and eServe

Dear Barey Tester,

Please find the details of your Notice of Appearance below.

Case Number : 2020BAT00907 Agency : OALJ

eFile Number : OALJ-2009-502362 eFile Case Number : EFS-OALJ-2009-201224

Status : Rejected

Date : September 7, 2020 at 3:33 AM ET

Comments : Rejected filing

Please click the link(s) below to view the document(s):

509591 509592

Thank you,
Office of the Administrative Law Judges
U.S. Department of Labor

Please login to DOL <u>eFile and eServe</u> to view the details

7. Email Notification on 'Delegate Access' to a member on case:

DOL eFile-eServe - Delegated access granted to the case: 2018BLA06056



eFile/eServe Support <support@efsdev.com>

to me 💌

eFile and eServe

Dear Sol Benj,

You have been granted access to the case - 2018BLA06056 in the Department of Labor's (DOL) eFile and eServe system by Sunny Mathew.

To view the case, please login at eFile and eServe by clicking on the link given below:

https://efstest2.mindpetal.com/dashboard/case/EFS-OALJ-2009-201246/view

Thank you, eFile and eServe



8. Email Notification on 'Remove Delegate Access' from a member on case:

DOL eFile-eServe - Delegated access removed from case: 2019BLO00009



eFile/eServe Support <support@efsdev.com>

to me ▼

eFile and eServe

Dear Angel George,

Your access to the case - 2019BLO00009 in the Department of Labor's (DOL) eFile and eServe system has been removed.

If you have any questions regarding this, please contact your organization's - Org - Barry administrator.

Thank you,

eFile and eServe

9. Email Notification on 'Servings'

Service sheet issued for Case 2020ACA02508 (ACA)-DO NOT REPLY



DOL eFile-eServe <noreply@dol.gov>

eFile and eServe

Dear Sol Tester,

A document of the below type has been issued for case 2020ACA02508(ACA):

Document Type: SS

Please click the link(s) below to view the document(s). This constitutes your official served copy, and you will not receive a paper copy in the mail.

 $\underline{509474\text{-}OALJ/outbound/files/2020ACA02508/09032020070400/dummy1.pdf}\\$

The following parties will be electronically notified of the serving:

 Name
 Email

 Sol Tester
 soltester001@gmail.com

 Aaron Tester
 aarontester001@gmail.com

Thank you,
Office of the Administrative Law Judges
U.S. Department of Labor
Please login to DOLe<u>File and eServe</u> to view the details



BOARDS DASHBOARDS

The Boards dashboard displays the ARB, BRB, and ECAB appeals.

Using the Individual dashboards, users can file new appeals, access appeals, view appeal details, submit filings to appeals, view servings from the Boards, etc.

In the appeal details page, users with access can see the parties on the appeal, the filings, and the servings to the appeal.

To access existing appeals, use the Access Appeals button within the appropriate dashboard to search and obtain access to the appeal. The accessed appeals are displayed in the Accessed Requests table.

To file a new appeal, use the File a New Appeal button within the appropriate dashboard. The new appeal is filed by selecting the appropriate case details, party details, role in the appeal, and relevant documents. The new appeal is sent to the appropriate Board for docketing. Once approved, filings can be done on the appeal.

Filings can be done on appeals by selecting the individual appeal and using the Submit a New Filing button to fill in the details. The new filing is submitted to the appropriate Board for processing.

Servings to appeals are sent from the Boards and will be available in the servings table for each appeal.

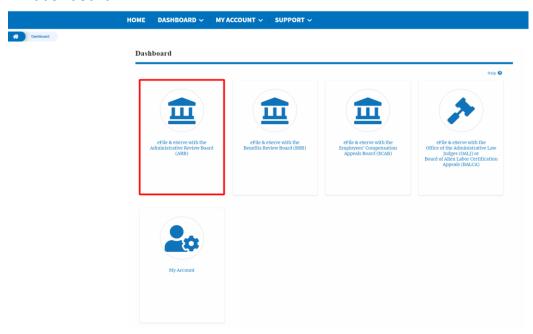


ARB DASHBOARD AND FLOWS



HOW TO VIEW ARB DASHBOARD?

1. Click on the **ARB** tile from the main dashboard page to access the 'ARB dashboard'.



2. ARB Dashboard includes buttons **File a New Appeal - ARB** and **Access Appeals**.

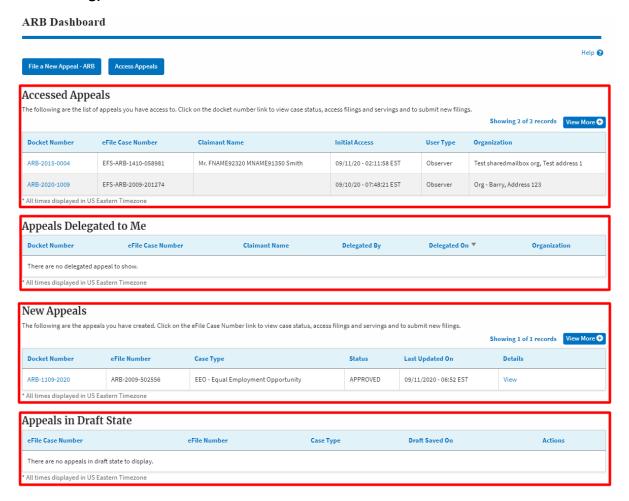


- a. The File a New Appeal ARB button lets users file a new appeal with ARB
- b. The Access Appeals button lets the user access appeals directly from ARB.



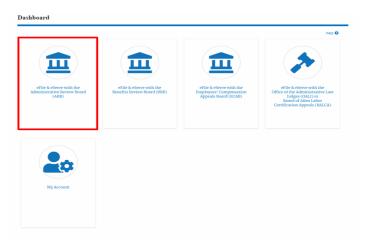
- 3. ARB Dashboard includes tables **Accessed Appeals**, **Appeals Delegated to Me**, **New Appeals**, and **Appeals in Draft State**.
 - a. The **Accessed Appeals** table lists all the appeals that the user has obtained access to
 - b. The **Appeals Delegated to Me** table lists all the appeals that were delegated to the user by an attorney in the same organization.
 - c. The **New Appeals** table lists all the appeals that were submitted by the user.
 - d. The **Appeals in Draft State** table lists all the appeals that were saved as a draft during the new appeal process.

e.

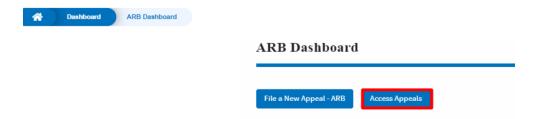


HOW TO ACCESS APPEALS IN ARB?

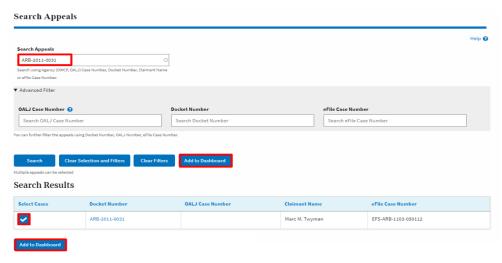
1. Click on the **ARB** tile from the main dashboard.



2. Click on the Access Appeals button.

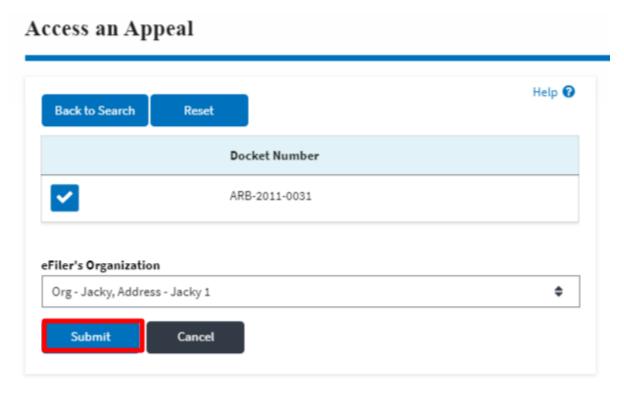


 Search any appeal using the relevant string and filters and click on the 'Add to Dashboard' button that is displayed only if one of the appeals is selected.

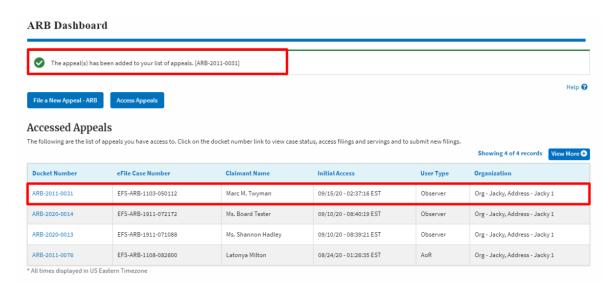




4. A confirmation page will be displayed. Select the organization and click on the **Submit** button.

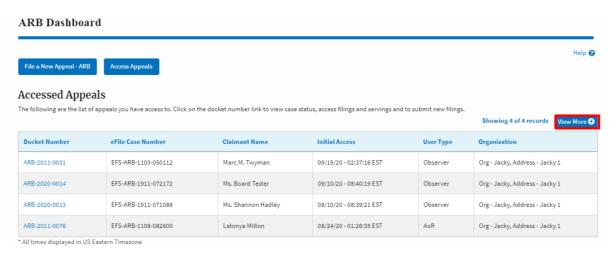


5. The accessed appeal will be shown in your 'Accessed Appeals' table with the 'Observer' user type along with a confirmation message.

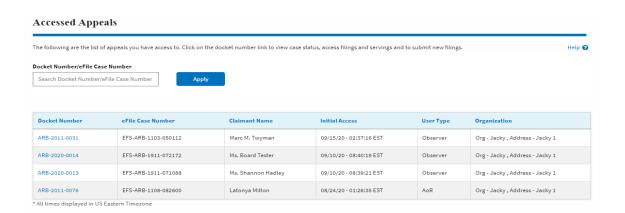




6. Click on View More button to view all the access requests.

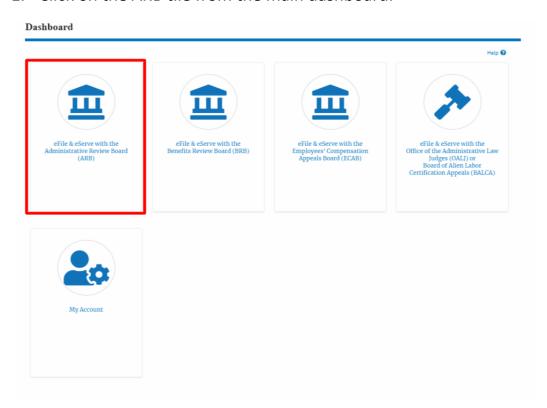


7. All the requested appeals will be listed on the page.

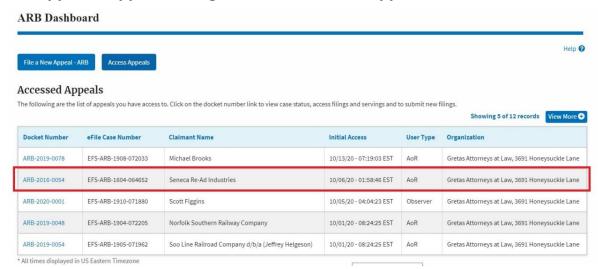


WHAT ARE THE COMPONENTS IN ARB - APPEAL DETAILS PAGE?

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

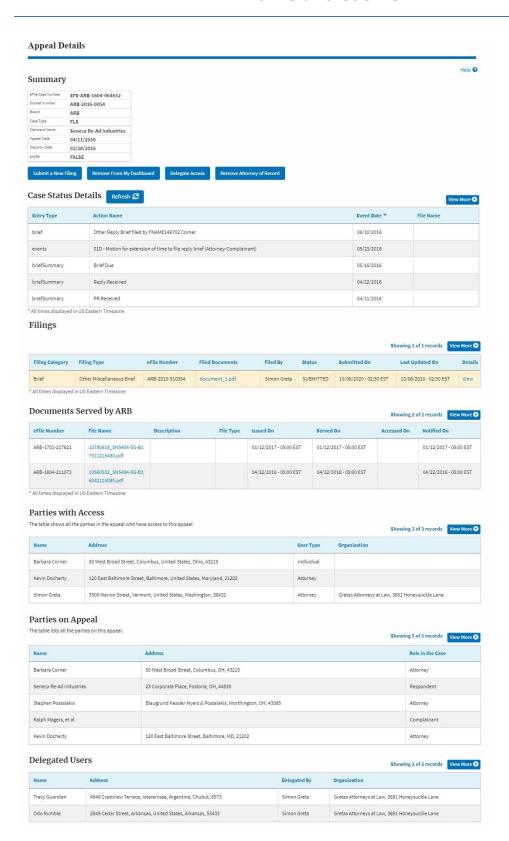


2. In the ARB dashboard, click on the <Docket Number> link from **Accessed Appeals, Appeals Delegated to Me** or **New Appeals** tables.



3. The user will be directed to the appeal details page.







4. The appeal details page includes a summary section that gives a summary of the appeal details.



- The appeal details page includes buttons Submit a New Filing, Remove From My Dashboard, Delegate Access and Remove Attorney of Record/Make Attorney of Record.
 - a. 'Submit a New Filing' button is to bring up the form to submit a new filing related to the appeal.
 - b. Click on the 'Remove from My Dashboard' button is to bring up the page that lets you remove the appeal from your Boards dashboard
 - c. If you are an attorney with an organization, you will get the button 'Delegate Access' with which you can delegate the control of submitting filings to other members of your organization.
 - d. The "Make Attorney of Record" button converts the observer to a party to the appeal. The "Remove Attorney of Record" button makes the trusted user an observer on the appeal once again.





- 6. The appeal details page include tables Case Status **Details**, **Filings**, **Documents Served by BRB**, **Parties with Access**, **Parties on Appeal**, and **Delegated Users**.
 - a. **Case Status Details** table shows the various events that have happened to the case since it was docketed
 - b. The **Filings** table lists all the filings that have been submitted to the appeal.
 - c. The **Documents Served by BRB** table lists all the serving issued by the Board on the appeal.
 - d. **Parties with Access** table lists all the parties that have access to this appeal.
 - e. **Parties on Appeal** table lists all the parties that are added to the appeal.
 - f. Delegated Users table lists all the users in your organization who have been delegated access to this appeal and the attorney who delegated the user.

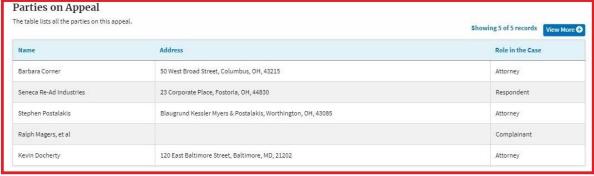




| ilings | | | | | | | | |
|-----------------|---------------------------|-----------------|-----------------|-------------|-----------|------------------------|---------------------------|----------|
| | | | | | | S | howing 1 of 1 records Vie | w More 🕀 |
| Filing Category | Filing Type | eFile Number | Filed Documents | Filed By | Status | Submitted On | Last Updated On | Details |
| Brief | Other Miscellaneous Brief | ARB-2010-510394 | document 1.pdf | Simon Greta | SUBMITTED | 10/06/2020 - 02:30 EST | 10/06/2020 - 02:30 EST | View |

| ocuments s | Served by ARB | | | | | Showing 2 | of 2 records View More |
|-----------------|---|-------------|-----------|------------------------|------------------------|-------------|------------------------|
| eFile Number | File Name | Description | File Type | Issued On | Served On | Accessed On | Notified On |
| ARB-1701-217621 | 10780618_SN5404-5G-B1 7011215480.pdf | | | 01/12/2017 - 05:00 EST | 01/12/2017 - 05:00 EST | | 01/12/2017 - 05:00 EST |
| ARB-1604-211073 | 10560532_SN5404-5G-B1 6042114080.pdf | | | 04/22/2016 - 05:00 EST | 04/22/2016 - 05:00 EST | | 04/22/2016 - 05:00 EST |



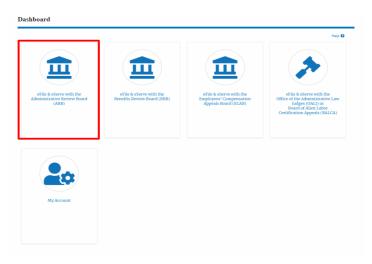


| Delegated Users Showing 2 of 2 records View M | | | | | |
|---|--|--------------|--|--|--|
| Name | Address | Delegated By | Organization | | |
| Tracy Guardian | 4646 Crestview Terrace, lotarenisee, Argentina, Chubut, 6573 | Simon Greta | Gretas Attorneys at Law, 3691 Honeysuckle Lane | | |
| Odo Rumble | 2849 Cedar Street, Arkansas, United States, Arkansas, 53433 | Simon Greta | Gretas Attorneys at Law, 3691 Honeysuckle Lane | | |

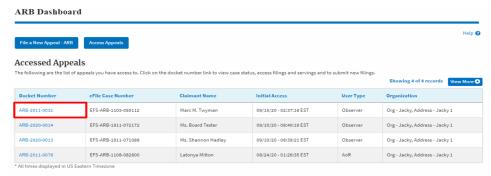
133

HOW TO BECOME ATTORNEY OF RECORD?

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



2. Click on an Appeal from Accessed Cases table with User Type "Observer".

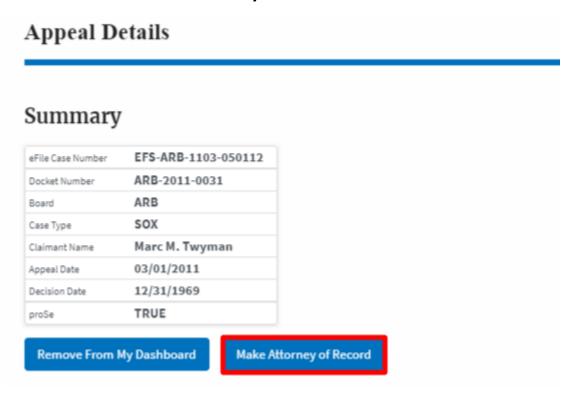


3. The appeal details page will be displayed with **Remove From My Dashboard** and **Make Attorney of Record** buttons.

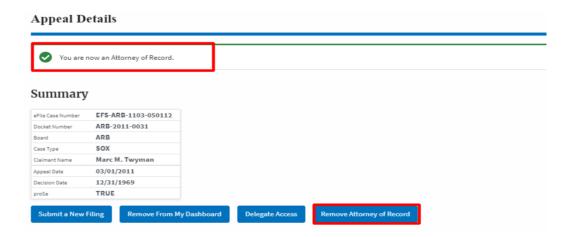




4. Click on the Make Attorney of Record button.



5. The case details page is displayed with **Submit a New Filing**, **Remove From My Dashboard**, **Remove Attorney of Record**, and **Delegate Access** buttons along with a confirmation message.



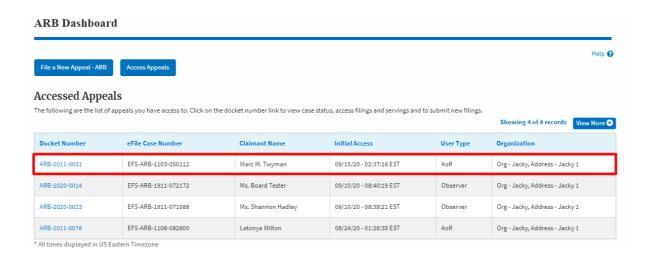


6. Click on the ARB Dashboard breadcrumb to go to the appeal dashboard.



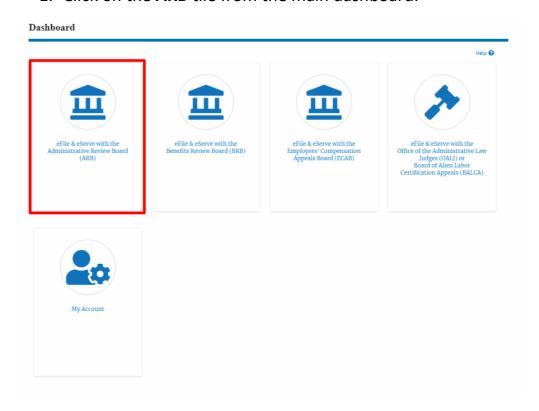
Appeal Details

7. The accessed case will be shown in your **Accessed Appeals** table with User Type **AoR**.

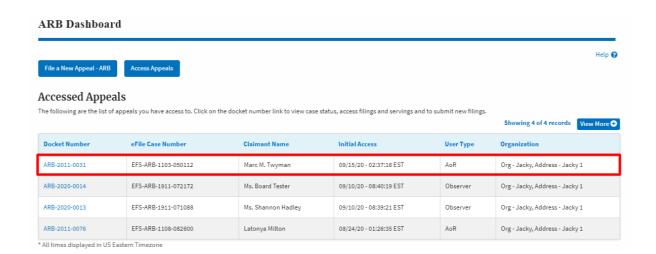


HOW TO REMOVE ATTORNEY OF RECORD?

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

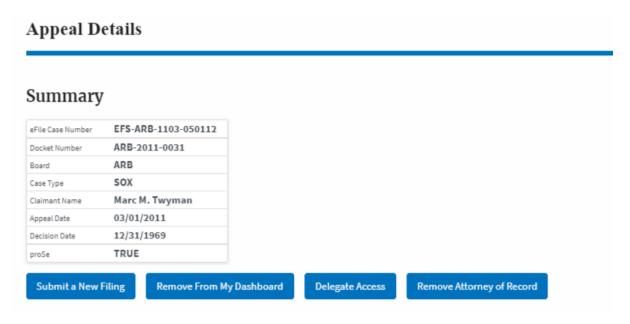


2. Click on an Appeal from **Accessed Cases** table with User Type "AoR".





3. The appeal details page will be displayed with **Submit a New Filing**, **Remove From My Dashboard**, **Remove Attorney of Record**, and **Delegate Access** buttons.



4. Click on the **Remove Attorney of Record** button.

Appeal Details Summary EFS-ARB-1103-050112 eFile Case Number Docket Number ARB-2011-0031 ARB Board Case Type SOX Marc M. Twyman Claimant Name 03/01/2011 Appeal Date 12/31/1969 Decision Date TRUE proSe Submit a New Filing Remove From My Dashboard Delegate Access Remove Attorney of Record



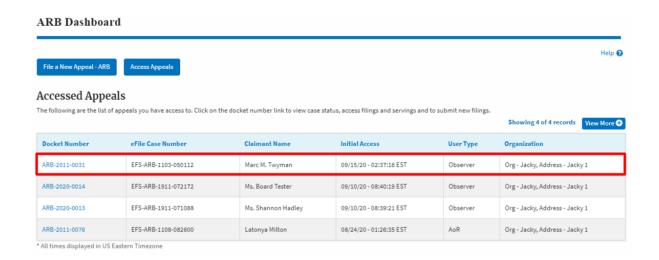
5. The appeal details page will be displayed with **Remove From My Dashboard** and **Make Attorney of Record** buttons along with a confirmation message.



6. Click on the ARB Dashboard breadcrumb to go to the appeal dashboard.



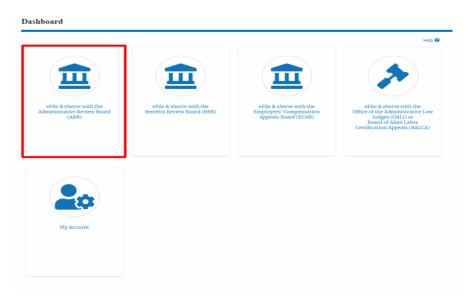
7. The accessed appeal will be shown in your **Accessed Appeals** table with User Type **Observer**.





HOW TO FILE A NEW APPEAL IN ARB?

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



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



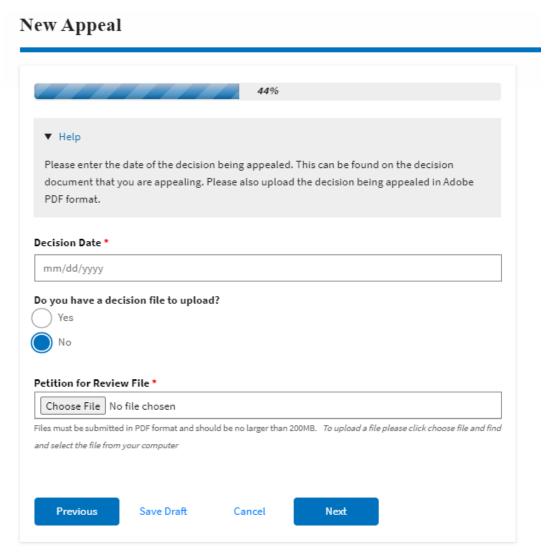
3. Click on the **Continue** button from the popup displayed.





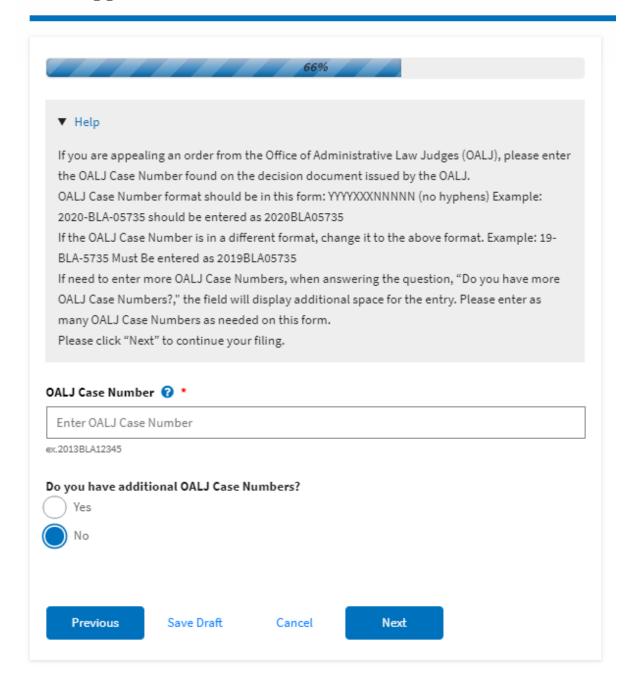
4. Fill out all the mandatory fields on each page of the wizard and click the Next button.

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





New Appeal







New Appeal

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 the provided contact details will be used from here on to conduct service of Board filings on your behalf.

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.

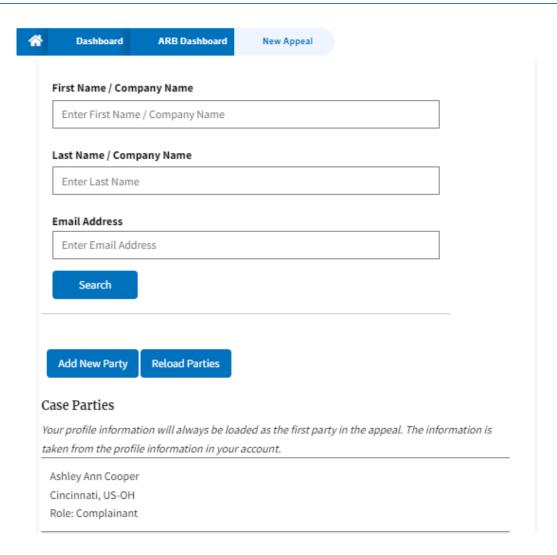
You can click the "Add New Party" button to enter these new parties. It is your responsibility to make sure the information that you provide is accurate as this information will be used for the electronic service of documents that will be performed in this case per current Board regulations.

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

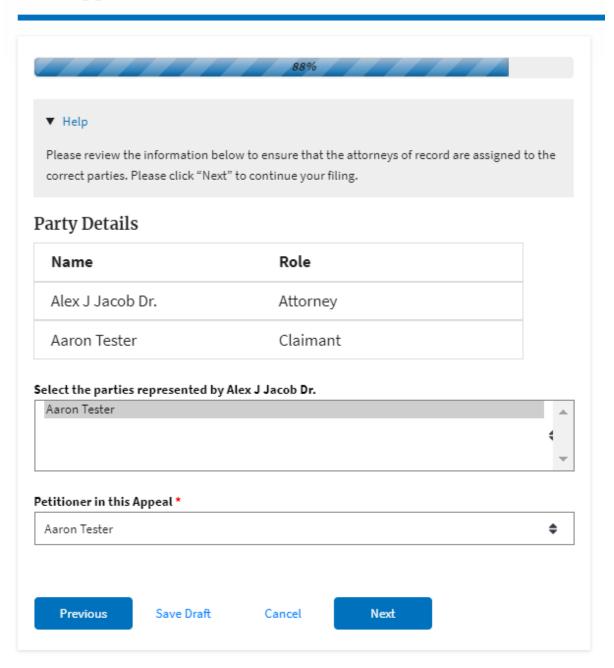
You can search the existing users of this system and add them as parties to your appeal



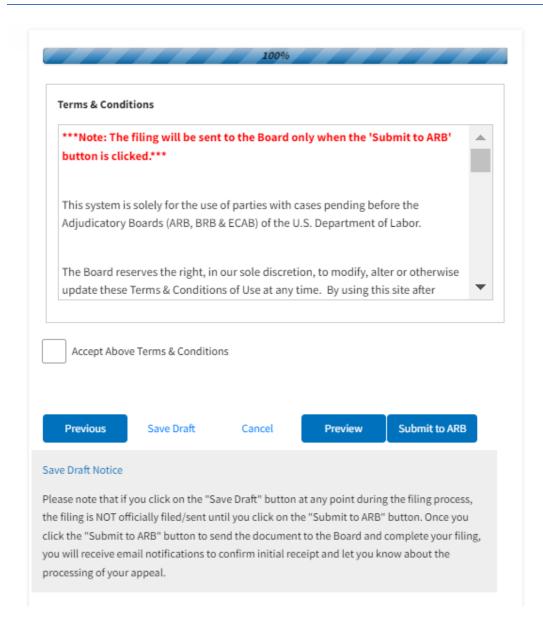




New Appeal

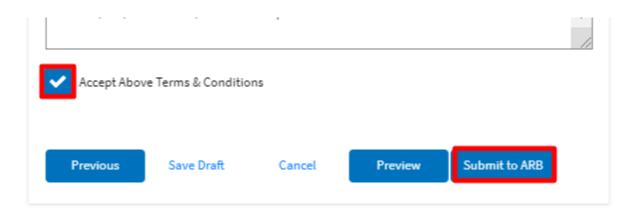




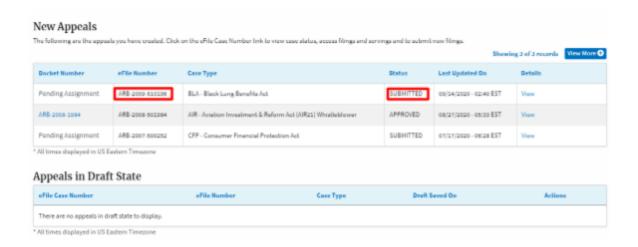


5. On the final page of the wizard, **Accept Above Terms & Conditions** and click on the '**Submit to ARB**' button.



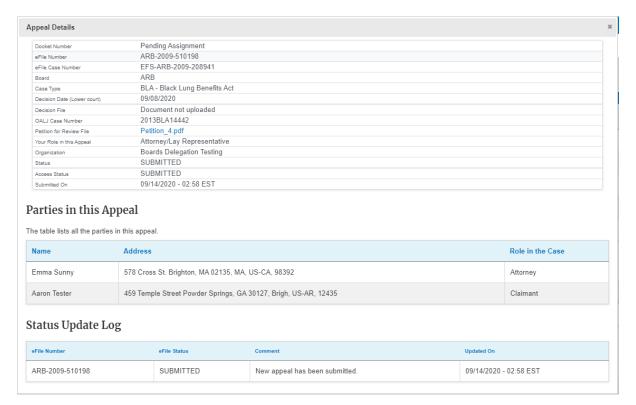


6. The new appeal will be shown in your 'New Appeals' table with 'SUBMITTED' status along with a confirmation message.



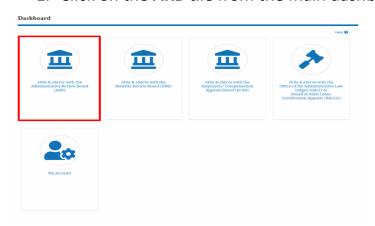
7. Click on the **View** link under the **Details** table header. The user is navigated to the appeal's view details page.





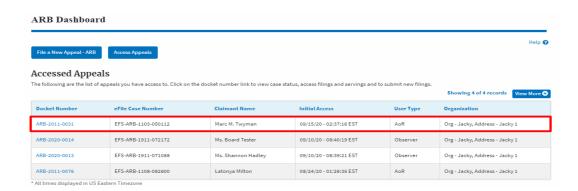
HOW TO SUBMIT A NEW FILING TO AN APPEAL IN ARB?

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



2. Click on the <Docket Number> link with **User Type** "**AoR**". The user is navigated to the appeal details page.



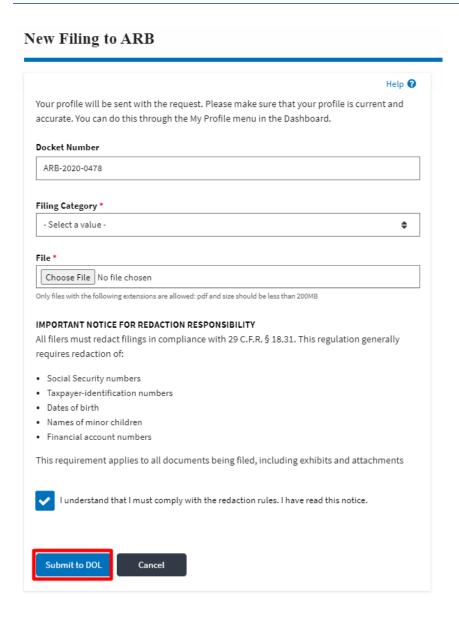


3. Click on the 'Submit a New Filing' button. User is navigated to 'New Filing to Boards' page



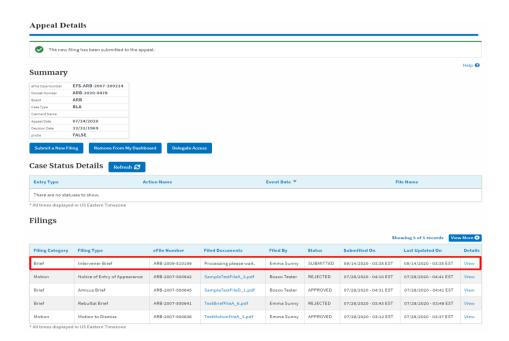
4. The user selects the 'Filing Category' and its 'Filing Type' and uploads the mandatory field and clicks on the 'Submit to DOL' button.



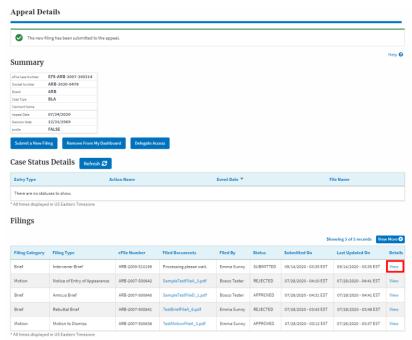


5. The filing request is listed in the 'Filings' table with 'SUBMITTED' status along with a confirmation message.





6. Click on the 'View' link under the 'Details' table header. The user is navigated to the 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.





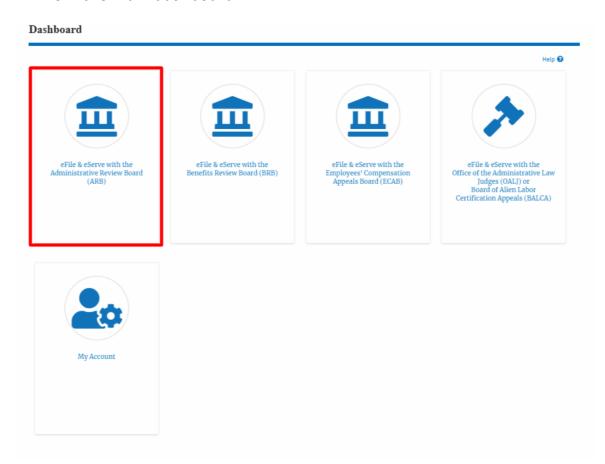
Status Update Log

| ARB-2009-510199 SUBMITTED New filing has been submitted. 09/14/2020 - 03:35 EST | eFile Number | eFile Status | Comment | Updated On |
|---|-----------------|--------------|--------------------------------|------------------------|
| | ARB-2009-510199 | SUBMITTED | New filing has been submitted. | 09/14/2020 - 03:35 EST |

HOW TO ACCESS ARB - APPEAL DETAILS PAGE BY DELEGATED USER?



1. Click on the **eFile & eServe with the Administrative Review Board (ARB)** tile from the main dashboard.

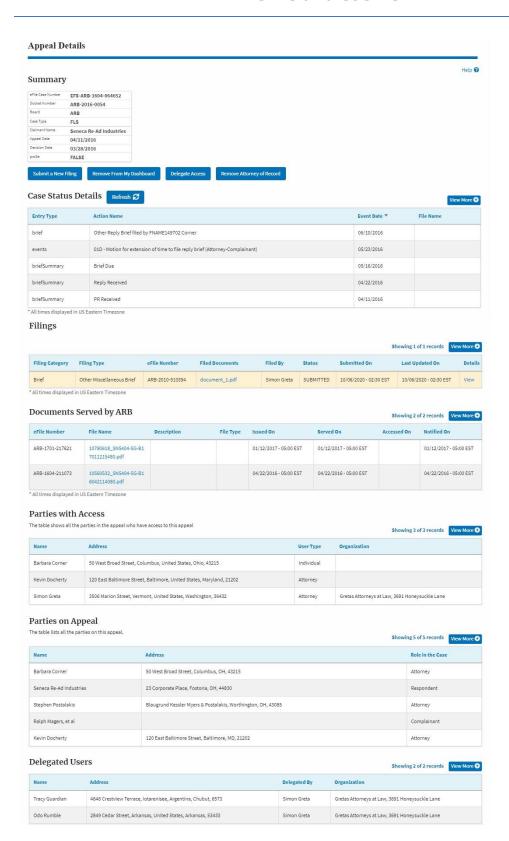


2. In the ARB Dashboard, click on the <Docket Number> link from the **Appeals Delegated to Me** table.



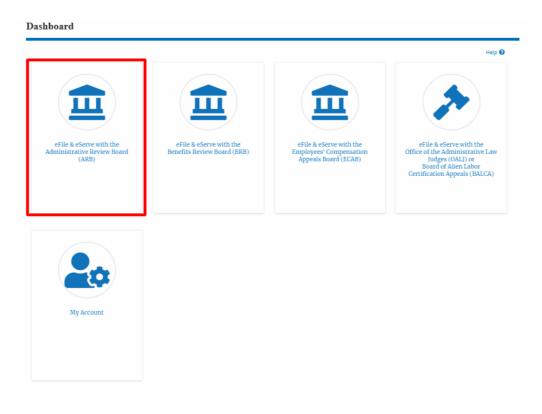
3. The user will be directed to the appeal details page.



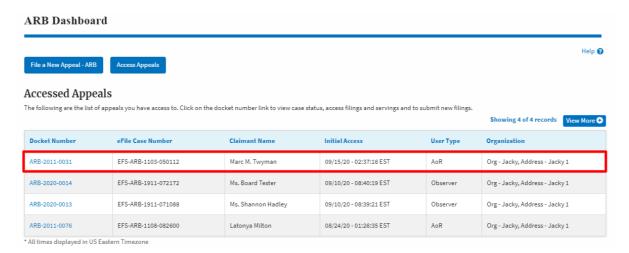


HOW TO DELEGATE ACCESS TO AN APPEAL IN ARB?

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

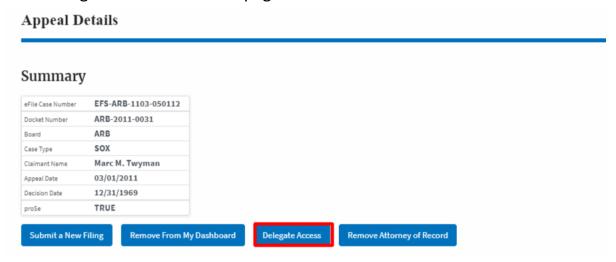


2. Click on the <Docket Number> link with **User Type "AoR"**. The user is navigated to the appeal details page.

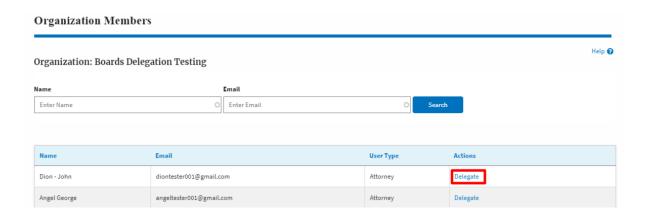




3. Click on the 'Delegate Access' button. User is navigated to the 'Organization Members' page.

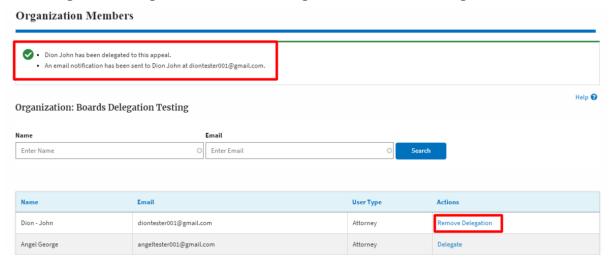


4. From the **Organization Members** table displayed, click on the **Delegate** link under 'Actions' table header against the user to be delegated.





5. The delegate confirmation will be displayed. Also, the "Delegate" link against delegated member changes to "Remove Delegation".



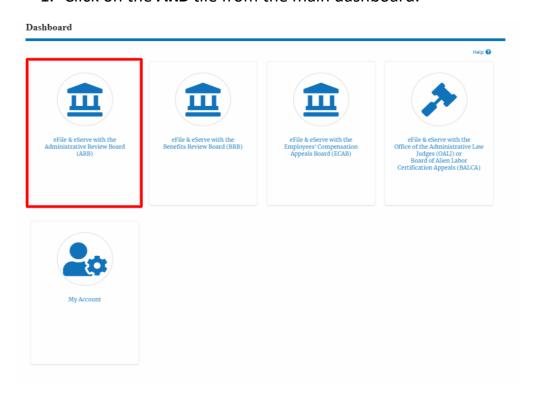
6. In the **Appeal Details** page, the delegated member will be displayed in the **Delegated User** table.



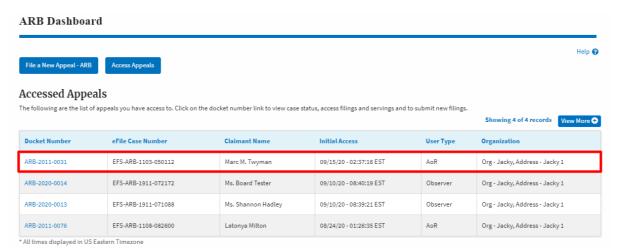


HOW TO REMOVE DELEGATION ACCESS IN AN APPEAL IN ARB?

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



2. Click on the approved <Docket Number> link with **User Type** "AoR". The user is navigated to the appeal details page.

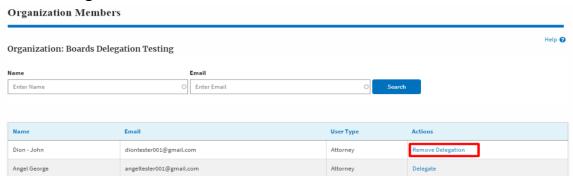




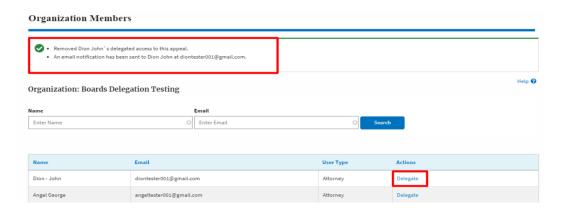
3. Click on the 'Delegate Access' button. User is navigated to the 'Organization Members' page.



4. From the **Organization Members** table displayed, click on the **Remove Delegation** link under 'Actions' table header against the user to remove delegation.



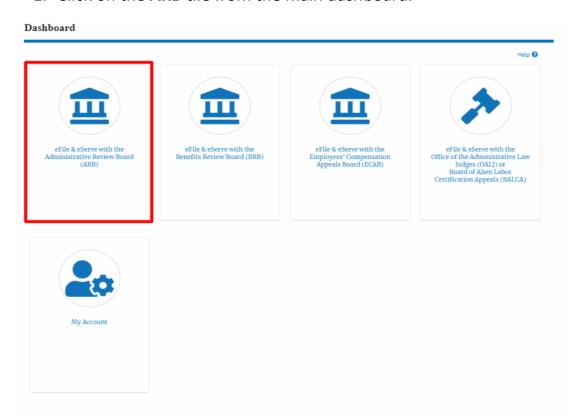
5. The remove delegation confirmation will be displayed. Also, the "Remove Delegation" link against member changes to "Delegate".



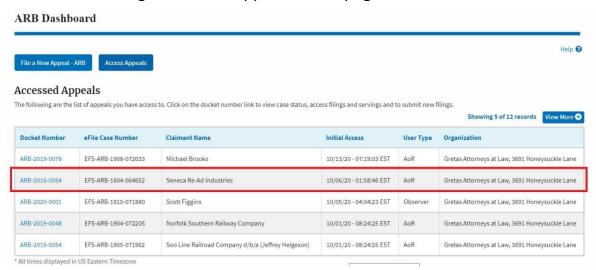


HOW TO ACCESS SERVINGS IN ARB?

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

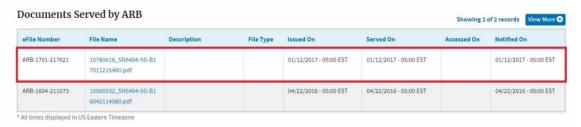


2. Click on the approved <Docket Number> link with **User Type** "AoR". The user is navigated to the appeal details page.

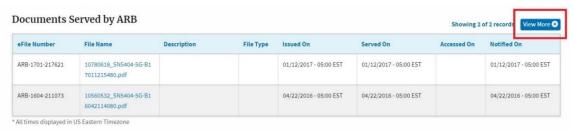




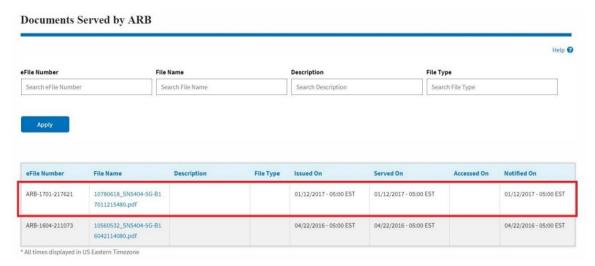
- 3. The **Documents Served by ARB** table displays the served documents list.
 - a. Issued On The date and time the serving was issued by ARB
 - b. **Served On** The date and time the serving was served to the dashboard
 - c. **Notified On** The date and time the email regarding the serving was sent
 - d. Accessed On The date and time the serving was access by the user.



4. Click on the **View More** button to navigate to the **Documents Served by ARB** page.



5. Click on the <file name> to access the served document.





6. The **Accessed On** date will be displayed in the column.

| | | | | | | | Help |
|-------------------------------|--|------------------|-----------|----------------------------------|---|------------------------------------|-----------------------------------|
| File Number | F | ile Name | | Description | | File Type | |
| Search eFile Numbe | | Search File Name | | Search Description | | Search File Type | |
| Apply | | | | | | | |
| | File Name | Description | File Type | Issued On | Served On | Accessed On | Notified On |
| eFile Number ARB-1701-260839 | File Name 10780618_SN5404-5G-B1 7011215480.pdf | Description | File Type | Issued On 01/11/2017 - 19:00 EST | Served On 01/11/2017 - 19:00 EST | Accessed On 10/13/2020 - 10:23 EST | Notified On 01/11/2017 - 19:00 ES |

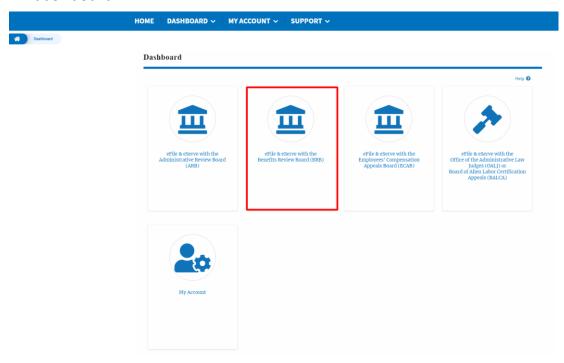


BRB DASHBOARD AND FLOWS



HOW TO VIEW BRB DASHBOARD?

1. Click on the **BRB** tile from the main dashboard page to access the 'BRB' dashboard.



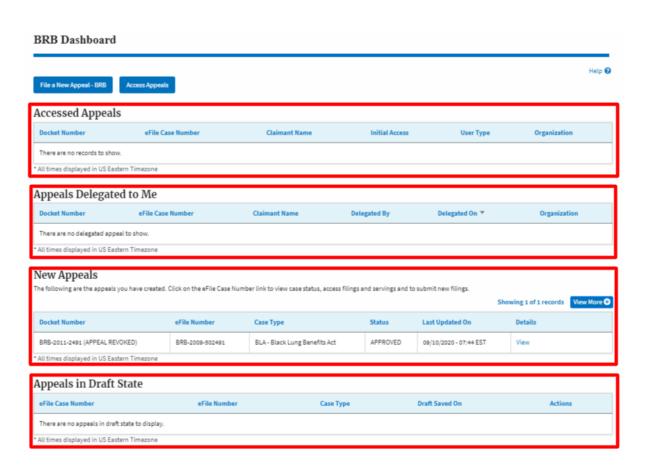
2. BRB Dashboard includes buttons File a New Appeal - BRB and Access Appeals.



- d. The File a New Appeal BRB button lets users file a new appeal with BRB
- e. The Access Appeals button lets the user access appeals directly from BRB.



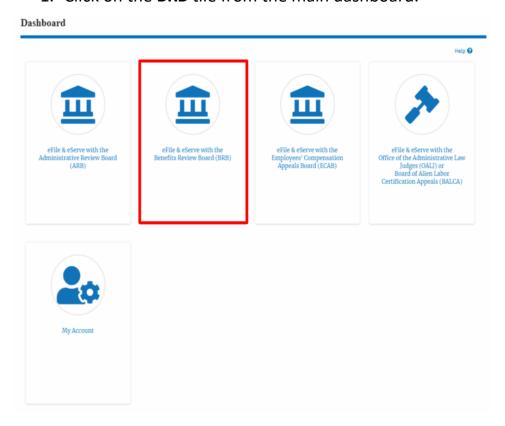
- 3. BRB Dashboard includes tables **Accessed Appeals**, **Appeals Delegated to Me**, **New Appeals**, and **Appeals in Draft State**.
 - The Accessed Appeals table lists all the appeals that the user has obtained access to
 - b. The **Appeals Delegated to Me** table lists all the appeals that were delegated to the user by an attorney in the same organization.
 - c. The **New Appeals** table lists all the appeals that were submitted by the user.
 - d. The **Appeals in Draft State** table lists all the appeals that were saved as a draft during the new appeal process.



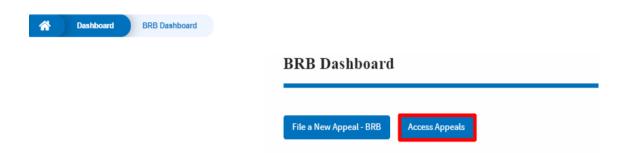


HOW TO ACCESS APPEALS IN BRB?

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

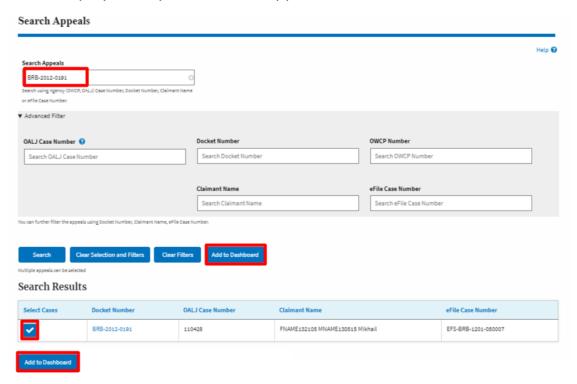


2. Click on the Access Appeals button.

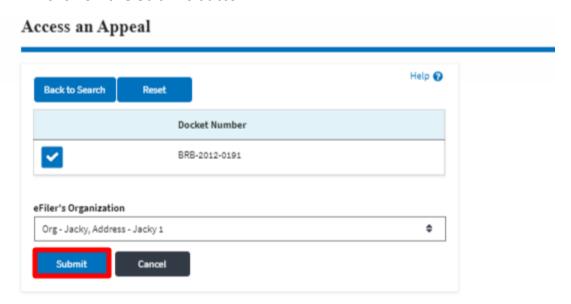




3. Search any appeal and click on the 'Add to Dashboard' button that is displayed only if one of the appeals is selected.

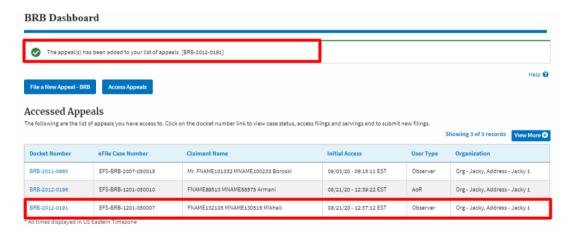


4. A confirmation page will be displayed. Select the **eFiler's Organization** and click on the **Submit** button.

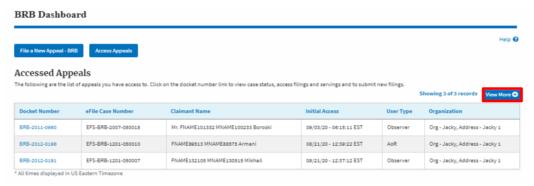




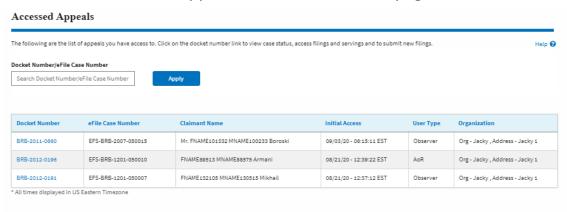
5. The accessed appeal will be shown in your 'Accessed Appeals' table with the 'Observer' user type along with a confirmation message.



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



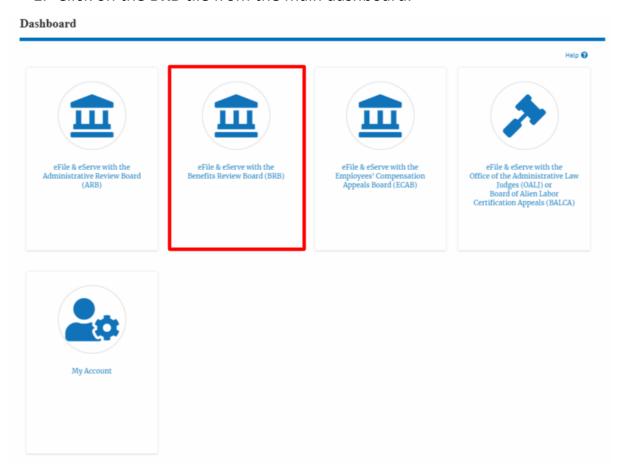
7. All the accessed appeals will be listed on the page.



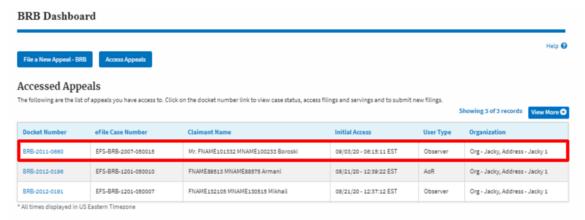


HOW TO BECOME ATTORNEY OF RECORD?

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



2. Click on an Appeal from Accessed Cases table with User Type "Observer".

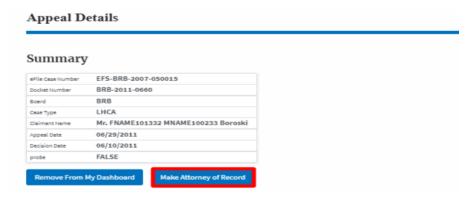




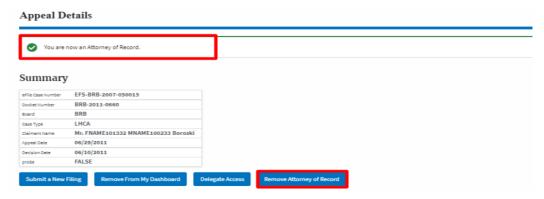
The appeal details page will be displayed with Remove From My Dashboard and Make Attorney of Record buttons.



4. Click on the Make Attorney of Record button.



5. The case details page is displayed with **Submit a New Filing**, **Remove From My Dashboard**, **Remove Attorney of Record**, and **Delegate Access** buttons along with a confirmation message.

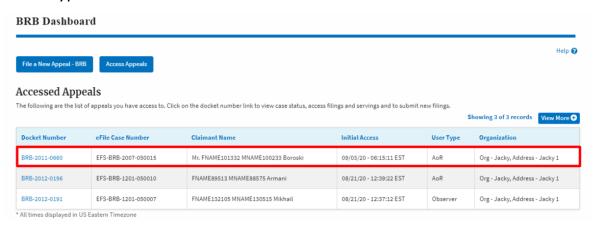




6. Click on the BRB Dashboard breadcrumb to go to the appeal dashboard.



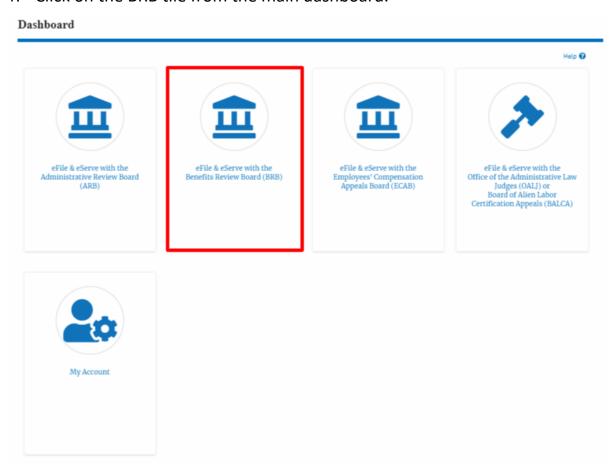
7. The accessed case will be shown in your **Accessed Appeals** table with User Type **AoR**.



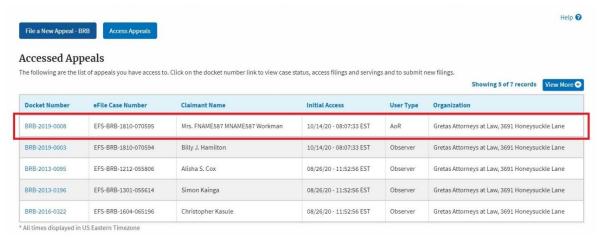


WHAT ARE THE COMPONENTS IN BRB - APPEAL DETAILS PAGE?

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

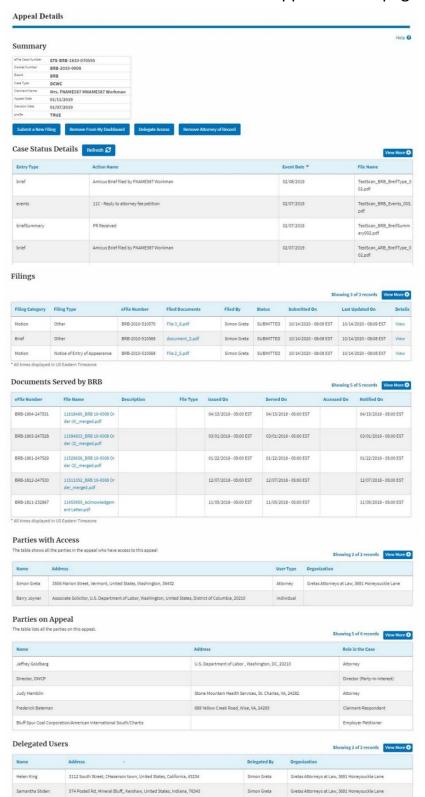


2. In the BRB Dashboard, click on the approved <Docket Number> link from Accessed Appeals, Appeals Delegated to Me or New Appeals table.



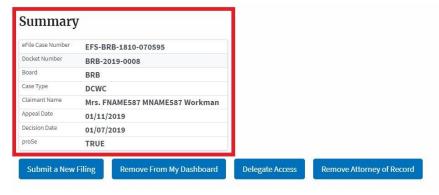


3. The user will be directed to the appeal details page.

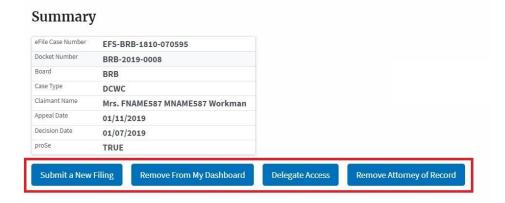




4. The appeal details page includes a summary section that gives a summary of the appeal details.



- The appeal details page includes buttons Submit a New Filing, Remove From My Dashboard, Delegate Access and Remove Attorney of Record/Make Attorney of Record.
 - a. 'Submit a New Filing' button is to bring up the form to submit a new filing related to the appeal.
 - b. Click on the 'Remove from My Dashboard' button is to bring up the page that lets you remove the appeal from your Boards dashboard
 - c. If you are an attorney with an organization, you will get the button 'Delegate Access' with which you can delegate the control of submitting filings to other members of your organization.
 - d. The "Make Attorney of Record" button converts the observer to a party to the appeal. The "Remove Attorney of Record" button makes the trusted user an observer on the appeal once again.





- 6. Appeal details page include tables **Case Status Details**, **Filings**, **Documents Served by BRB**, **Parties with Access**, **Parties on Appeal**, and **Delegated Users**.
 - a. **Case Status Details** table shows the various events that have happened to the case since it was docketed
 - b. The **Filings** table lists all the filings that have been submitted to the appeal.
 - c. The **Documents Served by BRB** table lists all the serving issued by the Board on the appeal.
 - d. **Parties with Access** table lists all the parties that have access to this appeal.
 - e. **Parties on Appeal** table lists all the parties that are added to the appeal.
 - f. Delegated Users table lists all the users in your organization who have been delegated access to this appeal and the attorney who delegated the user.



| Case Status Deta | tils Refresh & | | View More C |
|------------------|--|--------------|--------------------------------------|
| Entry Type | Action Name | Event Date ▼ | File Name |
| brief | Amicus Brief filed by FNAME587 Workman | 02/08/2019 | TestScan_BRB_BreifType_0 02.pdf |
| events | 11C - Reply to attorney fee petition | 02/07/2019 | TestScan_BRB_Events_003, pdf |
| briefSummary | PR Received | 02/07/2019 | TestScan_BRB_BreifSumm ary002.pdf |
| brief | Amicus Brief filed by FNAMES87 Workman | 02/07/2019 | TestScan_ARB_BreifType_0 02.pdf |

| | | | | | | Sh | owing 3 of 3 records Vie | w More 🕀 |
|-----------------|-------------------------------|-----------------|-----------------|-------------|-----------|------------------------|--------------------------|----------|
| Filing Category | Filing Type | eFile Number | Filed Documents | Filed By | Status | Submitted On | Last Updated On | Details |
| Motion | Other | BRB-2010-510570 | File 3_6.pdf | Simon Greta | SUBMITTED | 10/14/2020 - 08:09 EST | 10/14/2020 - 08:09 EST | View |
| Brief | Other | BRB-2010-510569 | document_2.pdf | Simon Greta | SUBMITTED | 10/14/2020 - 08:08 EST | 10/14/2020 - 08:08 EST | View |
| Motion | Notice of Entry of Appearance | BRB-2010-510568 | File 2_5.pdf | Simon Greta | SUBMITTED | 10/14/2020 - 08:08 EST | 10/14/2020 - 08:08 EST | View |

| eFile Number | File Name | Description | File Type | Issued On | Served On | Accessed On | Notified On |
|-----------------|---|-------------|-----------|------------------------|------------------------|-------------|------------------------|
| BRB-1904-247531 | 11618460_BRB 19-0008 Or der (4)_merged.pdf | | | 04/15/2019 - 05:00 EST | 04/15/2019 - 05:00 EST | | 04/15/2019 - 05:00 EST |
| BRB-1903-247528 | 11584833_BRB 19-0008 Or der (3)_merged.pdf | | | 03/01/2019 - 05:00 EST | 03/01/2019 - 05:00 EST | | 03/01/2019 - 05:00 EST |
| 3RB-1901-247529 | 11529636_BRB 19-0008 Or der (2)_merged.pdf | | | 01/22/2019 - 05:00 EST | 01/22/2019 - 05:00 EST | | 01/22/2019 - 05:00 ES |
| BRB-1812-247530 | 11511052_BRB 19-0008 Or der_merged.pdf | | | 12/07/2018 - 05:00 EST | 12/07/2018 - 05:00 EST | | 12/07/2018 - 05:00 EST |
| BRB-1811-232967 | 11453955_Acknowledgem ent Letter.pdf | | | 11/05/2018 - 05:00 EST | 11/05/2018 - 05:00 EST | | 11/05/2018 - 05:00 ES |

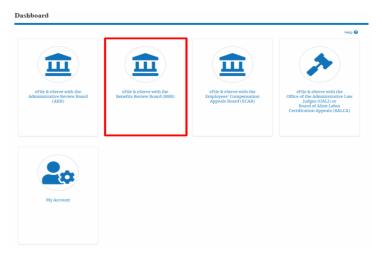
| Parties wi | th Access | | |
|-------------------|---|------------|--|
| The table shows a | ll the parties in the appeal who have access to this appeal | | Showing 2 of 2 records View More |
| Name | Address | User Type | Organization |
| Simon Greta | 3506 Marion Street, Vermont, United States, Washington, 36432 | Attorney | Gretas Attorneys at Law, 3691 Honeysuckle Lane |
| Barry Joyner | Associate Solicitor, U.S. Department of Labor, Washington, United States, District of Columbia, 20210 | Individual | |

| Parties on Appeal The table lists all the parties on this appeal. Showing 5 of 6 records View More © | | | | |
|---|--|------------------------------|--|--|
| Name | Address | Role in the Case | | |
| Jeffrey Goldberg | U.S. Department of Labor , Washington, DC, 20210 | Attorney | | |
| Director, OWCP | | Director (Party-in-Interest) | | |
| Judy Hamblin | Stone Mountain Health Services, St. Charles, VA, 24282 | Attorney | | |
| Frederick Bateman | 689 Yellow Creek Road, Wise, VA, 24293 | Claimant-Respondent | | |
| Bluff Spur Coal Corporation/American International South/Chartis | | Employer Petitioner | | |

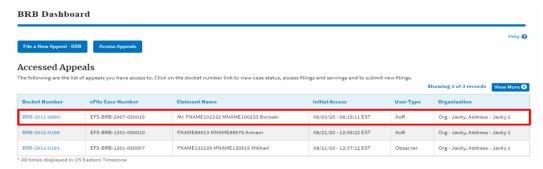
| Delegated Users Showing 2 of 2 records | | | | | |
|--|--|--------------|--|--|--|
| Name | Address | Delegated By | Organization | | |
| Helen King | 3112 South Street, CHeserson town, United States, California, 43234 | Simon Greta | Gretas Attorneys at Law, 3691 Honeysuckle Lane | | |
| Samantha Stiden | 574 Postell Rd, Mineral Bluff,, Kershaw, United States, Indiana, 76343 | Simon Greta | Gretas Attorneys at Law, 3691 Honeysuckle Lane | | |

HOW TO REMOVE ATTORNEY OF RECORD?

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



2. Click on an Appeal from Accessed Cases table with User Type "AoR".

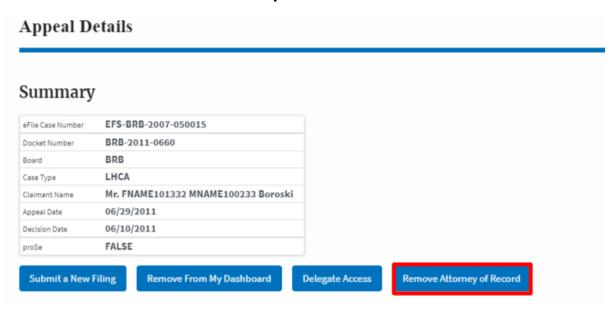


3. The appeal details page will be displayed with **Submit a New Filing**, **Remove From My Dashboard**, **Remove Attorney of Record**, and **Delegate Access** buttons.





4. Click on the **Remove Attorney of Record** button.





HOW TO FILE A NEW APPEAL IN BRB?

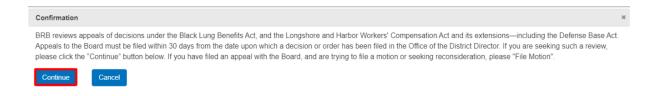
1. Click on the **BRB** tile from the main dashboard.



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



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



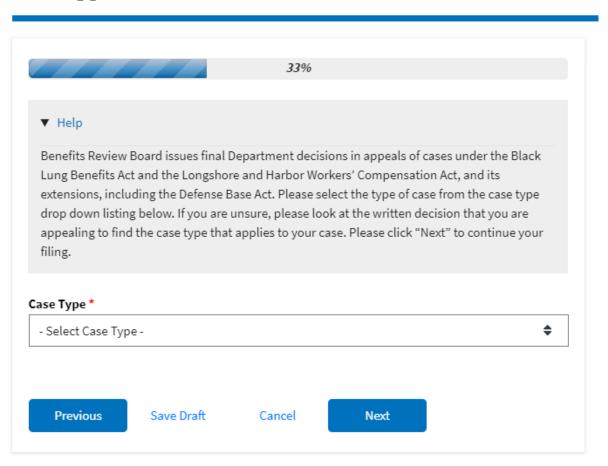


4. Fill out all the mandatory fields on each page of the wizard and click the Next button.

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

New Appeal 0% Help 🔞 ▼ Help Please select your role on this Appeal. If you are a representative, please select the appropriate Attorney option from the drop down list. If you are not sure what option to select from the list, please select the option you feel is the closest match, and it will be corrected by the Boards' staff if necessary upon their review. Your Role on this Appeal * **\$** - Select your role on this appeal -Your Organization **\$** Boards Delegation Testing, 200 Constitution Avenue, NW Save Draft Cancel Next

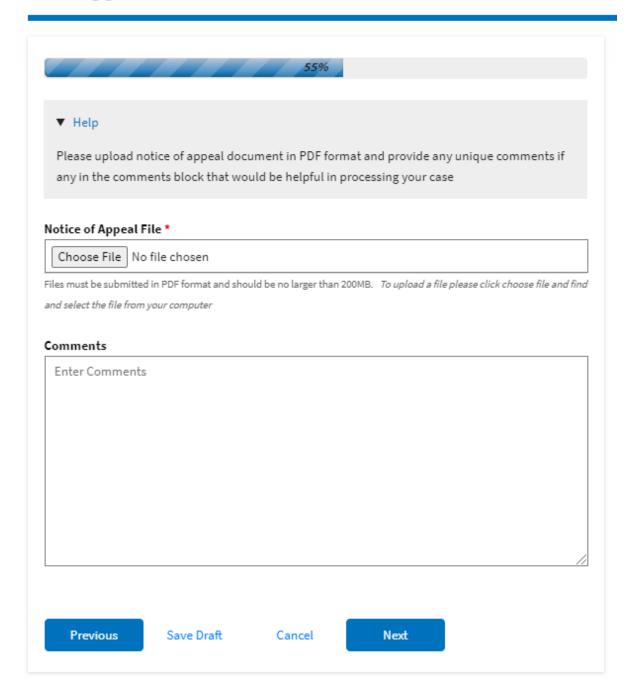




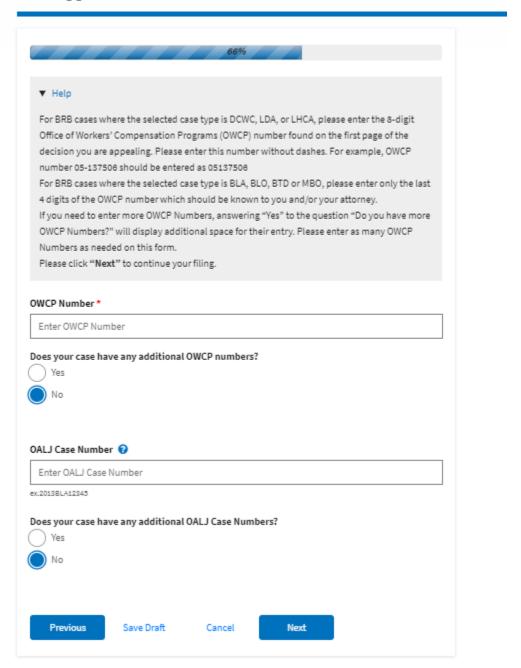


| | 44% |
|--|--|
| ▼ Help | |
| decision itself. Pl may be found on | date of the decision that you wish to appeal. This can be found on the ease also upload that decision in Adobe PDF format. PDFs of OALJ decisions the OALJ website located at: gov/agencies/oalj/apps/keyword-search |
| ecision Date (Lov | ver Court) * |
| | |
| o vou have a deci | ision file to unload? |
| o you have a dec | ision file to upload? |
| | ision file to upload? |
| Yes | |
| Yes No | |
| Yes No Reconsideration O | |











↑ 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.

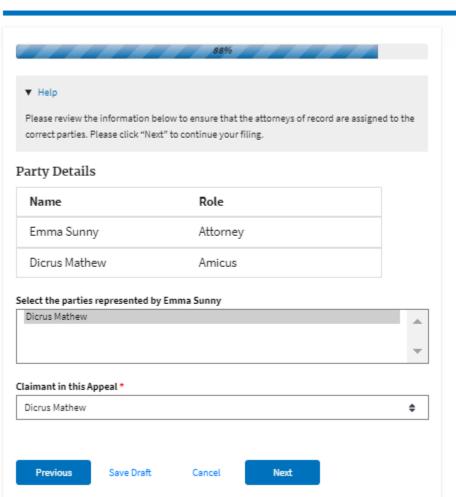
You can click the "Add New Party" button to enter these new parties. It is your responsibility to make sure the information that you provide is accurate as this information will be used for the electronic service of documents that will be performed in this case per current Board regulations.

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.

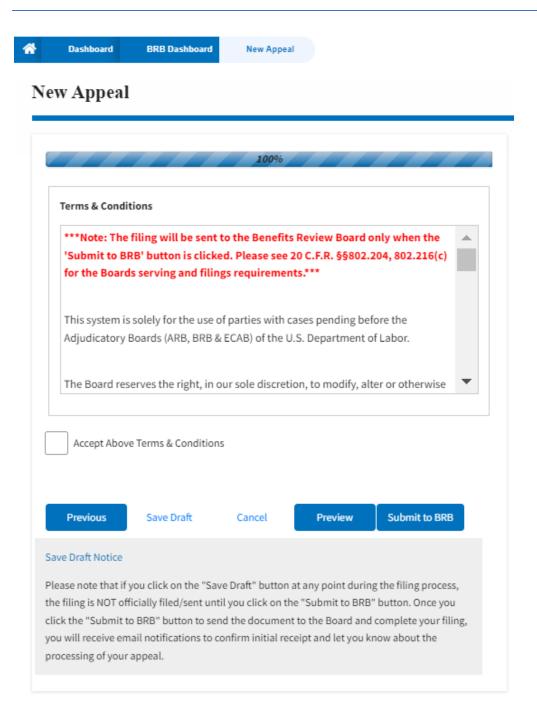


Search for Parties You can search the existing users of this system and add them as parties to your appeal. First Name / Company Name Enter First Name / Company Name Last Name / Company Name Enter Last Name **Email Address** Enter Email Address Search Add New Party **Reload Parties** Case Parties Your 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



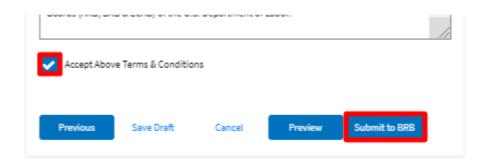




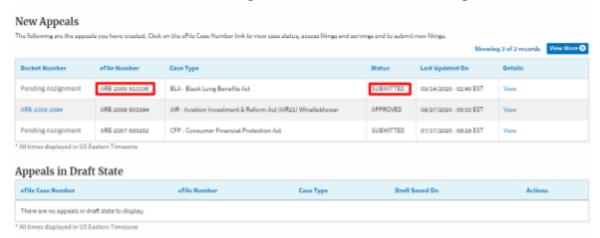


5. On the final page of the wizard, **Accept Above Terms & Conditions** and click on the '**Submit to BRB**' button.



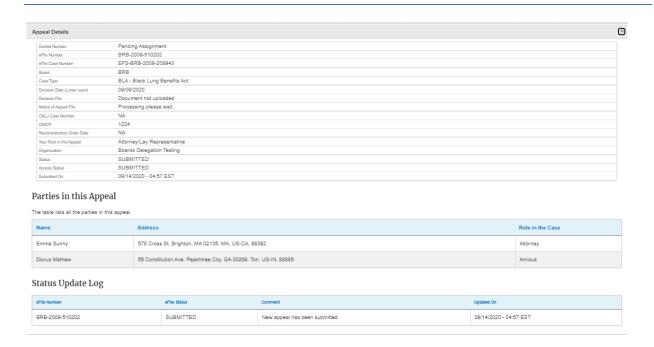


6. The new appeal will be shown in your 'New Appeals' table with 'SUBMITTED' status along with a confirmation message.



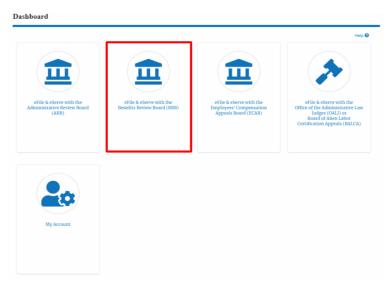
7. Click on the **View** link under the **Details** table header. The user is navigated to the appeal's view details page.





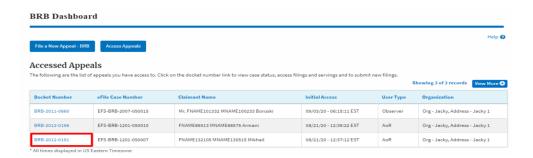
HOW TO SUBMIT A NEW FILING TO AN APPEAL IN BRB?

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

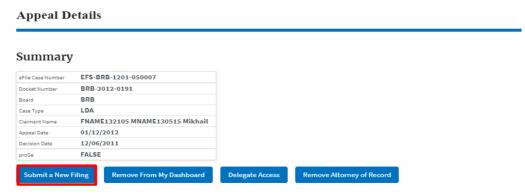


2. Click on the approved <Docket Number> link with user type **AoR**. The user is navigated to the appeal details page.



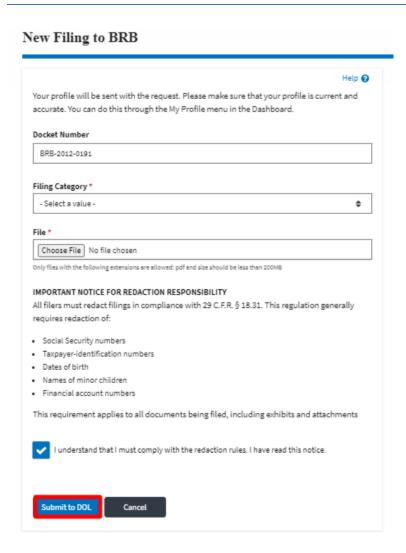


3. Click on the 'Submit a New Filing' button. User is navigated to 'New Filing to Boards' page



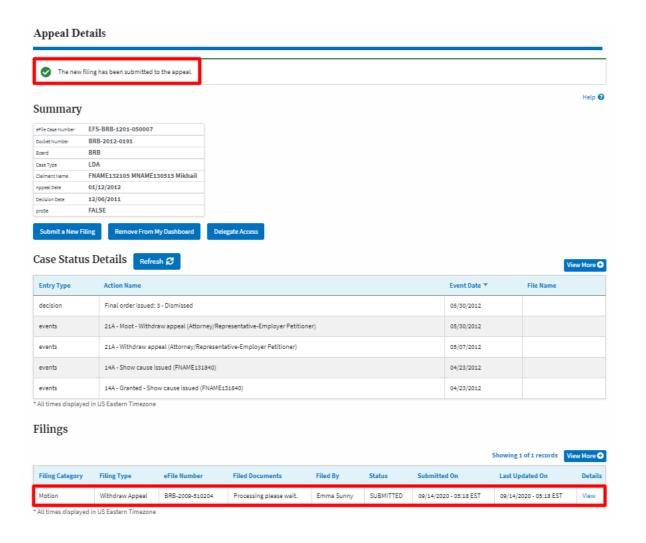
4. The user selects the 'Filing Category' and its 'Filing Type' and uploads the mandatory files and clicks on the 'Submit to DOL' button.





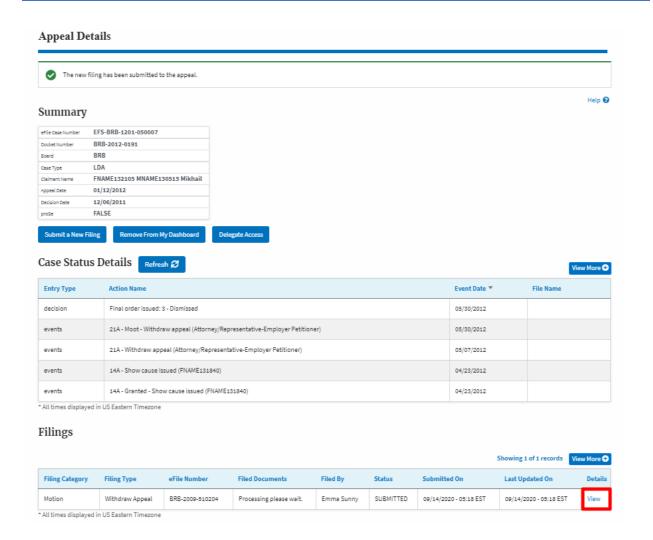
5. The filing request is listed in the 'Filings' table with 'SUBMITTED' status along with a confirmation message.



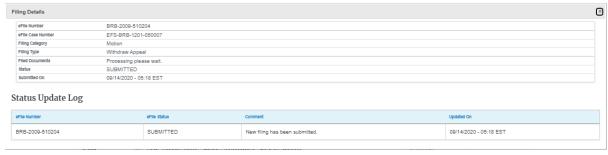


6. Click on the 'View' link under the 'Details' table header. The user is navigated to the view details page.





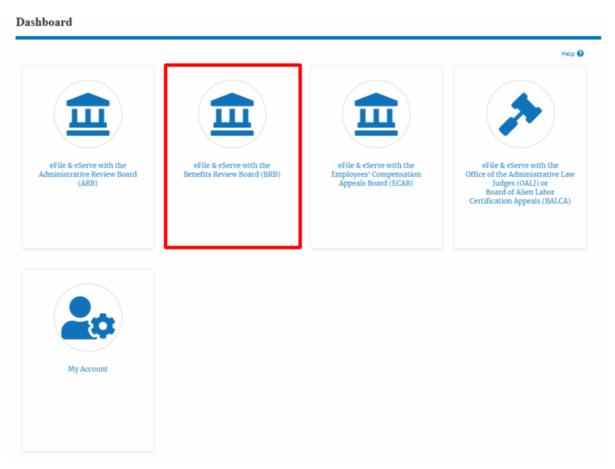
7. The user is displayed with a details popup and can click on the document links which are submitted by the user.



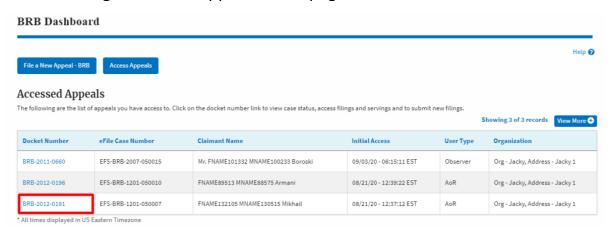
HOW TO DELEGATE ACCESS TO AN APPEAL IN BRB?



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

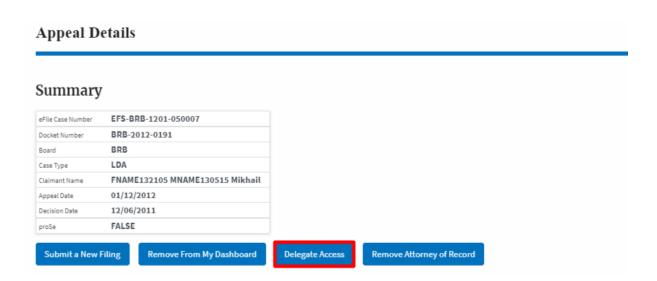


2. Click on the approved <Docket Number> link with user type **AoR**. The user is navigated to the appeal details page.

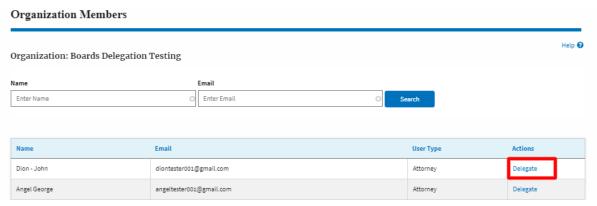


3. Click on the 'Delegate Access' button. The user is navigated to the 'Organization Members' page.



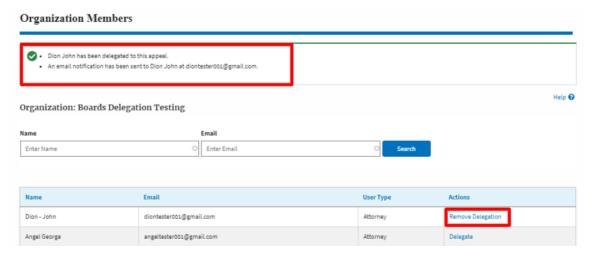


4. From the **Organization Members** table displayed, click on the **Delegate** link under 'Actions' table header against the user to be delegated.





5. Delegate user confirmation will be displayed. Also, the "Delegate" link against delegated member changes to "Remove Delegation".



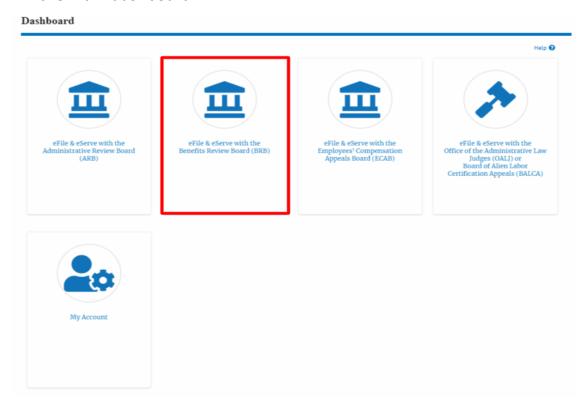
6. In the **Appeal Details** page, the delegated member will be displayed in the **Delegated User** table.



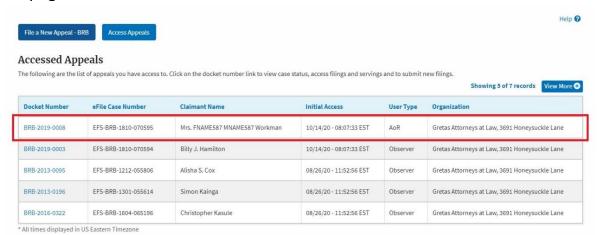


HOW TO ACCESS BRB - APPEAL DETAILS PAGE AS A DELEGATED USER?

1. Click on the **eFile & eServe with the Benefits Review Board (BRB)** tile from the main dashboard.

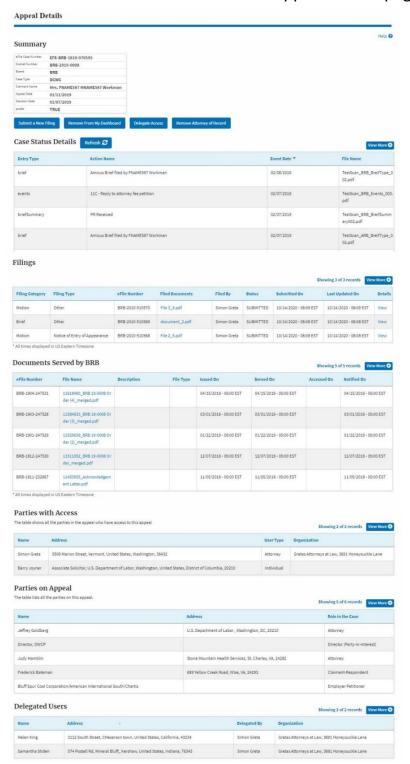


 In the BRB dashboard, click on the approved <Docket Number> link in the Appeals Delegated to Me table. The user is navigated to the appeal details page.





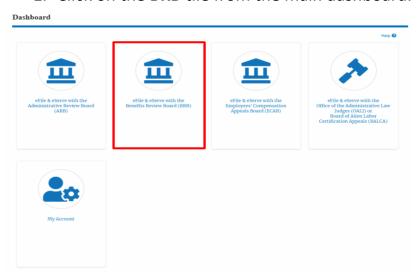
3. The user will be directed to the appeal details page.



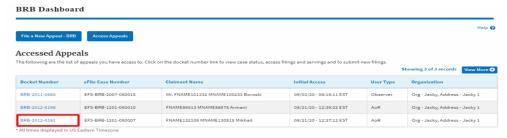


HOW TO REMOVE DELEGATION ACCESS IN AN APPEAL IN BRB?

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



2. Click on the approved <Docket Number> link with usertype **AoR**. The user is navigated to the appeal details page.

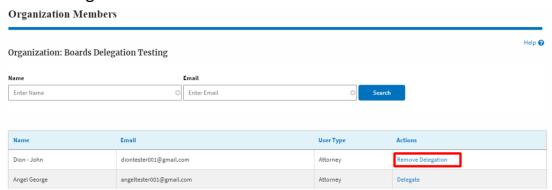


3. Click on the 'Delegate Access' button. User is navigated to the 'Organization Members' page.

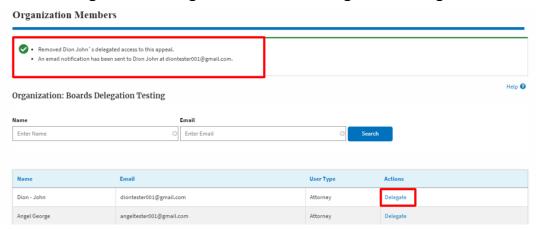




4. From the **Organization Members** table displayed, click on the **Remove Delegation** link under 'Actions' table header against the user to remove delegation.



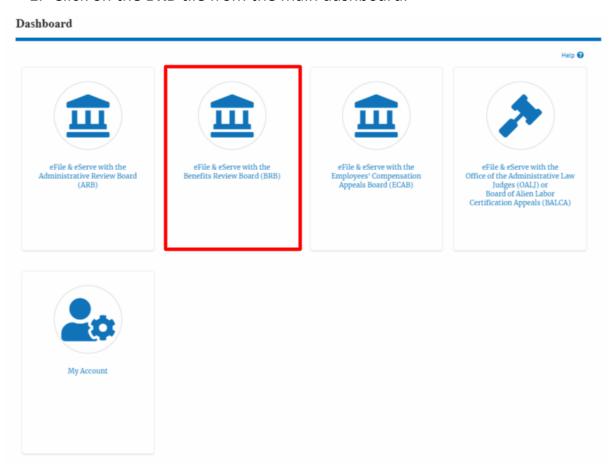
5. The remove delegation confirmation will be displayed. Also the "Remove Delegation" link against member changes to "Delegate".



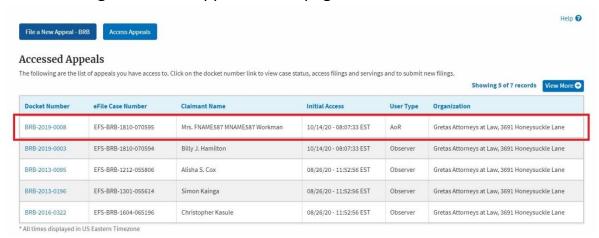


HOW TO ACCESS SERVING IN BRB?

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



2. Click on the approved <Docket Number> link with user type **AoR**. The user is navigated to the appeal details page.





- 3. The **Documents Served by BRB** table displays the served documents list.
 - e. Issued On The date and time the serving was issued by BRB
 - f. **Served On** The date and time the serving was served to the dashboard
 - g. **Notified On** The date and time the email regarding the serving was sent
 - h. Accessed On The date and time the serving was access by the user.

| eFile Number | File Name | Description | File Type | Issued On | Served On | Accessed On | Notified On |
|-----------------|---|-------------|-----------|------------------------|------------------------|-------------|------------------------|
| BRB-1904-247531 | 11618460_BRB 19-0008 Or der (4)_merged.pdf | | | 04/15/2019 - 05:00 EST | 04/15/2019 - 05:00 EST | | 04/15/2019 - 05:00 EST |
| BRB-1903-247528 | 11584833_BRB 19-0008 Or der (3)_merged.pdf | | | 03/01/2019 - 05:00 EST | 03/01/2019 - 05:00 EST | | 03/01/2019 - 05:00 EST |
| BRB-1901-247529 | 11529636_BRB 19-0008 Or der (2)_merged.pdf | | | 01/22/2019 - 05:00 EST | 01/22/2019 - 05:00 EST | | 01/22/2019 - 05:00 EST |
| BRB-1812-247530 | 11511052_BRB 19-0008 Or der_merged.pdf | | | 12/07/2018 - 05:00 EST | 12/07/2018 - 05:00 EST | | 12/07/2018 - 05:00 EST |
| BRB-1811-232967 | 11453955_Acknowledgem ent Letter.pdf | | | 11/05/2018 - 05:00 EST | 11/05/2018 - 05:00 EST | | 11/05/2018 - 05:00 EST |

* All times displayed in US Eastern Timezone

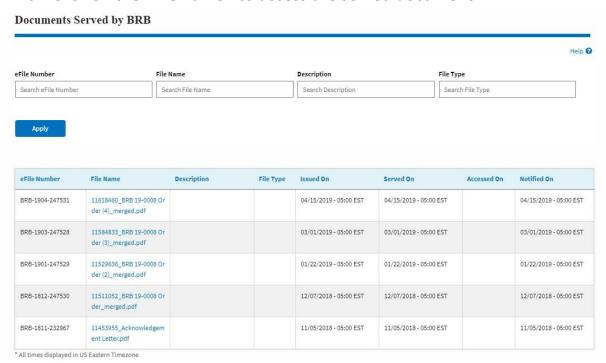
4. Click on the **View More** button to navigate to the **Documents Served by BRB** page.



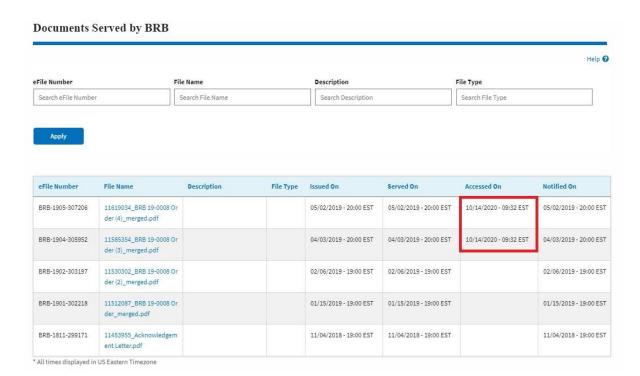
^{*} All times displayed in US Eastern Timezone



5. Click on the <file name> to access the served document.



6. The Accessed On date will be displayed in the column.



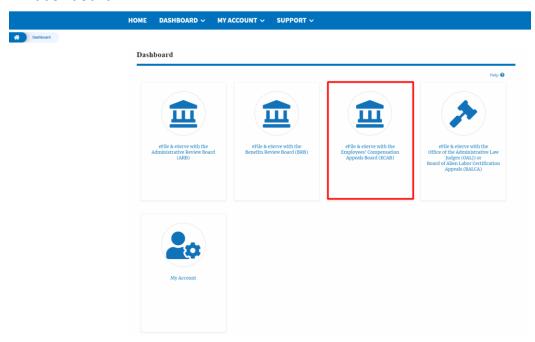


ECAB DASHBOARD AND FLOWS



HOW TO VIEW ECAB DASHBOARD?

1. Click on the **ECAB** tile from the main dashboard page to access the 'ECAB' dashboard.



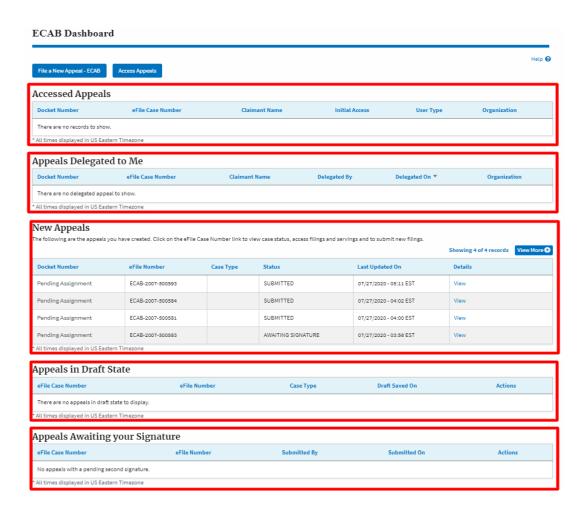
2. ECAB Dashboard includes buttons **File a New Appeal - ECAB** and **Access Appeals**.



- a. The File a New Appeal ECAB button lets users file a new appeal with ECAB
- b. The **Access Appeals** button lets the user access appeals directly from ECAB.



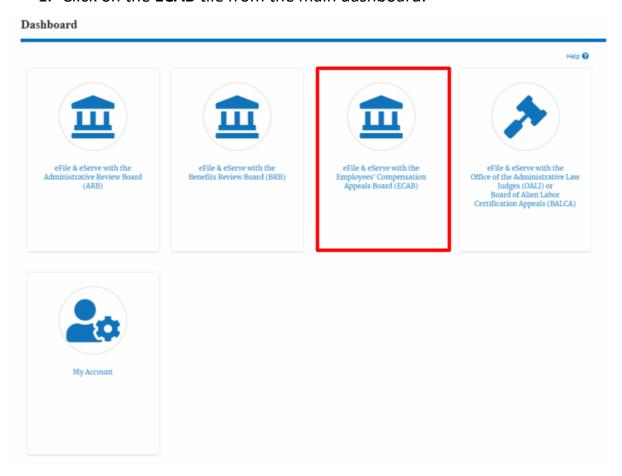
- 3. ECAB Dashboard includes tables **Accessed Appeals**, **Appeals Delegated to Me**, **New Appeals**, **Appeals in Draft State**, and **Appeals Awaiting your Signature**.
 - The Accessed Appeals table lists all the appeals that the user has obtained access to
 - b. The **Appeals Delegated to Me** table lists all the appeals that were delegated to the user by an attorney in the same organization.
 - c. The **New Appeals** table lists all the appeals that were submitted by the user.
 - d. The **Appeals in Draft State** table lists all the appeals that were saved as a draft during the new appeal process.
 - e. The **Appeals Awaiting your Signature** table lists all the appeals that are awaiting a signature from the user.





HOW TO ACCESS APPEALS IN ECAB?

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

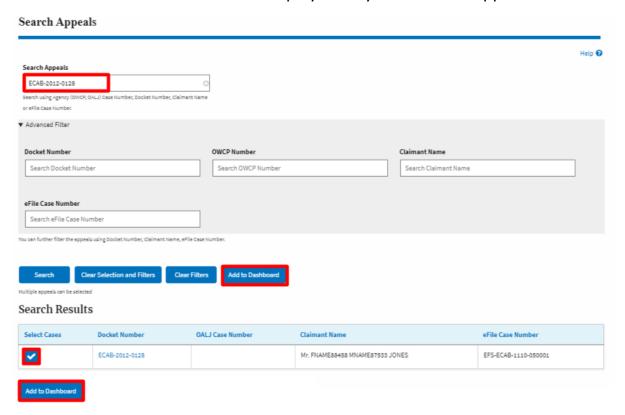


2. Click on the Access Appeals button.

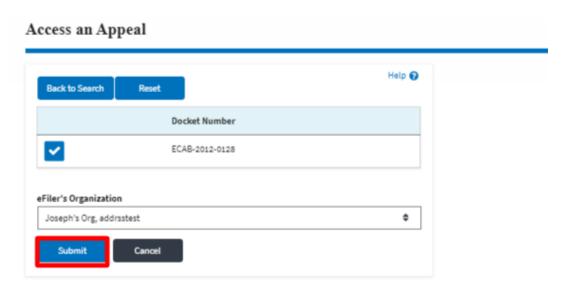




3. Search any appeal using relevant string and filters and click on the 'Add to Dashboard' button that is displayed only if one of the appeals is selected.

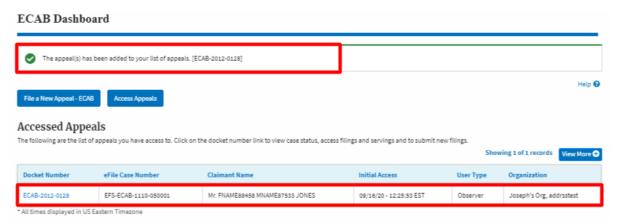


4. A confirmation page will be displayed. Select the organization and click on the **Submit** button.





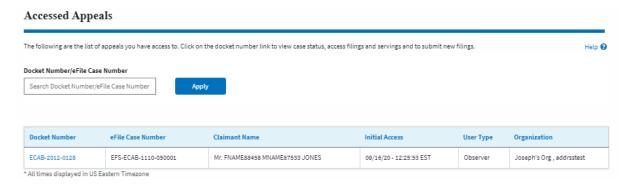
5. The accessed appeal will be shown in your 'Accessed Appeals' table with the 'Observer' user type along with a confirmation message.



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



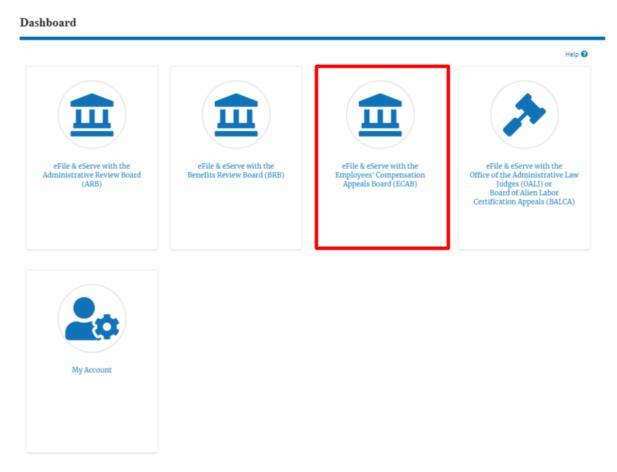
7. All the requested appeals will be listed on the page.





WHAT ARE THE COMPONENTS IN ECAB - APPEAL DETAILS PAGE?

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

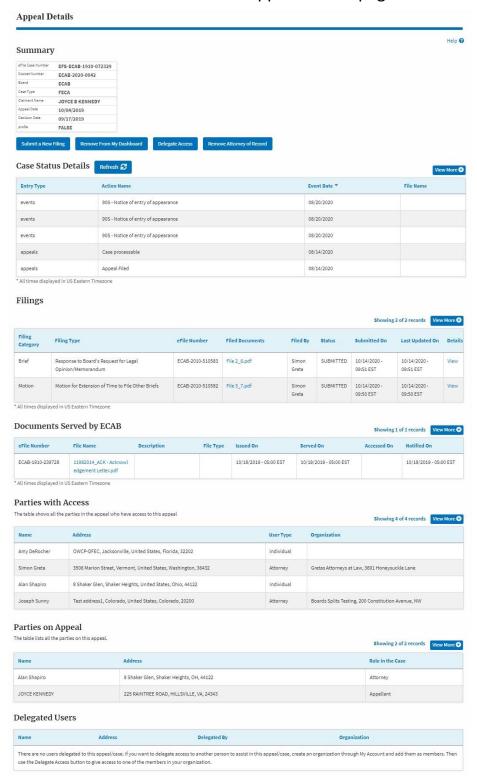


2. In the ECAB Dashboard, click on the approved <Docket Number> link from **Accessed Appeals** or **New Appeals** table.





3. The user will be directed to the appeal details page.



 The appeal details page includes a summary section that gives a summary of the appeal details.



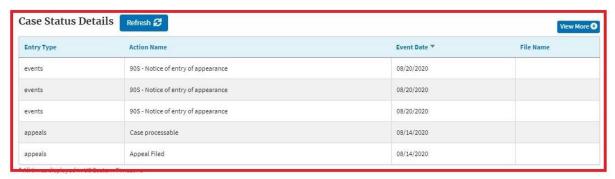
- The appeal details page includes buttons Submit a New Filing, Remove From My Dashboard, Delegate Access and Remove Attorney of Record/Make Attorney of Record.
 - a. 'Submit a New Filing' button is to bring up the form to submit a new filing related to the appeal.
 - b. Click on the 'Remove from My Dashboard' button is to bring up the page that lets you remove the appeal from your Boards dashboard
 - c. If you are an attorney with an organization, you will get the button 'Delegate Access' with which you can delegate the control of submitting filings to other members of your organization.
 - d. The "Make Attorney of Record" button converts the observer to a party to the appeal. The "Remove Attorney of Record" button makes the trusted user an observer on the appeal once again.





- 6. Appeal details page include tables **Case Status Details**, **Filings**, **Documents Served by ECAB**, **Parties with Access**, **Parties on Appeal**, and **Delegated Users**.
 - a. **Case Status Details** table shows the various events that have happened to the case since it was docketed
 - b. The **Filings** table lists all the filings that have been submitted to the appeal.
 - c. The **Documents Served by ECAB** table lists all the serving issued by the Board on the appeal.
 - d. **Parties with Access** table lists all the parties that have access to this appeal.
 - e. **Parties on Appeal** table lists all the parties that are added to the appeal.
 - f. **Delegated Users** table lists all the users in your organization who have been delegated access to this appeal and the attorney who delegated the user.







| Documents Served by ECAB Showing 1 of 1 records View Mo | | | | | | | | |
|---|---|-------------|-----------|------------------------|------------------------|-------------|------------------------|--|
| eFile Number | File Name | Description | File Type | Issued On | Served On | Accessed On | Notified On | |
| ECAB-1910-239728 | 11982014_ACK - Acknowl edgement Letter.pdf | | | 10/18/2019 - 05:00 EST | 10/18/2019 - 05:00 EST | | 10/18/2019 - 05:00 EST | |



Parties on Appeal
The table lists all the parties on this appeal.

Showing 2 of 2 records View More

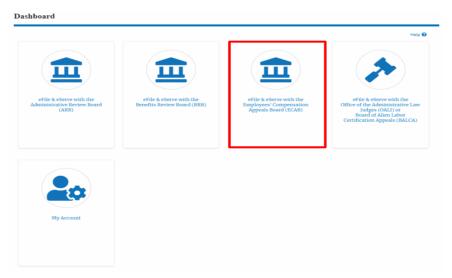
Name Address Role in the Case

Alan Shapiro 8 Shaker Glen, Shaker Heights, OH, 44122 Attorney

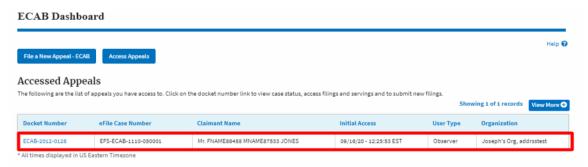
JOYCE KENNEDY 225 RAINTREE ROAD, HILLSVILLE, VA, 24343 Appellant

HOW TO BECOME ATTORNEY OF RECORD?

1. Click on the **ECAB** tile from the main dashboard.



2. Click on an Appeal from Accessed Cases table with User Type "Observer".

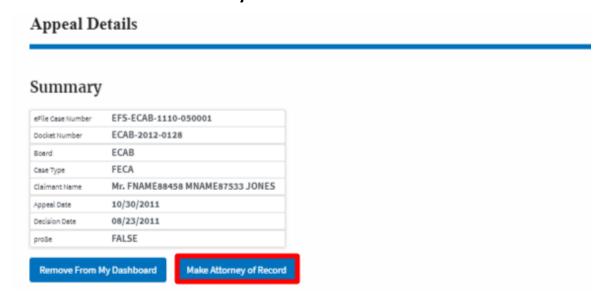


3. The appeal details page will be displayed with **Remove From My Dashboard** and **Make Attorney of Record** buttons.

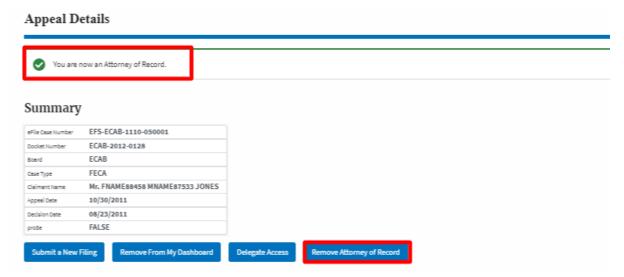




4. Click on the Make Attorney of Record button.



5. The case details page is displayed with **Submit a New Filing, Remove From My Dashboard, Remove Attorney of Record,** and **Delegate Access** buttons along with a confirmation message.



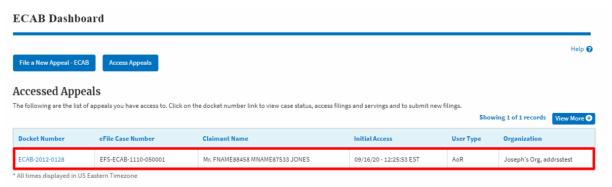


6. Click on the **ECAB Dashboard** breadcrumb to go to the appeal dashboard.



Appeal Details

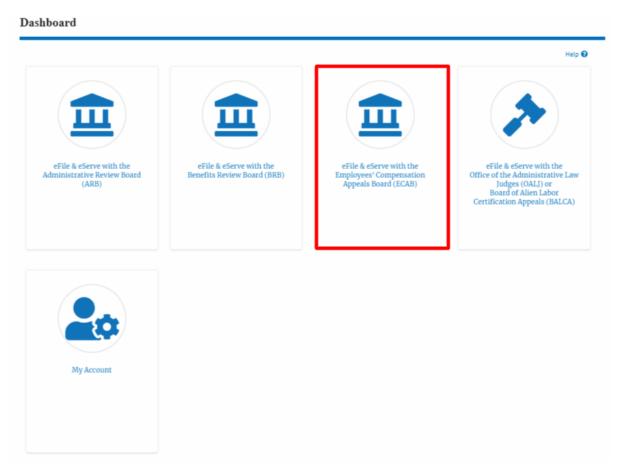
7. The accessed case will be shown in your **Accessed Appeals** table with User Type **AoR**.



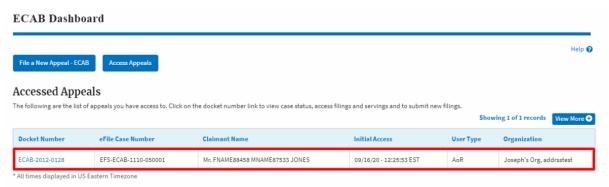


HOW TO REMOVE ATTORNEY OF RECORD?

1. Click on the **ECAB** tile from the main dashboard.

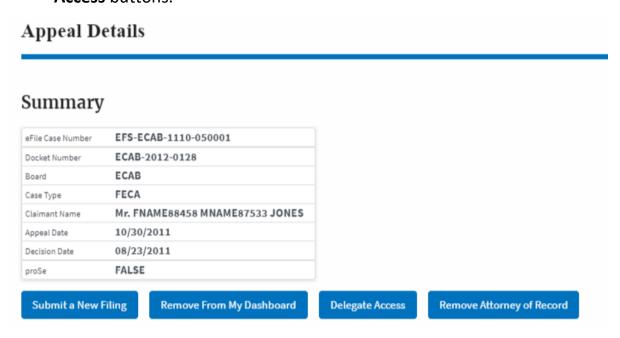


2. Click on an Appeal from Accessed Cases table with User Type "AoR".





3. The appeal details page will be displayed with **Submit a New Filing**, **Remove From My Dashboard**, **Remove Attorney of Record**, and **Delegate Access** buttons.



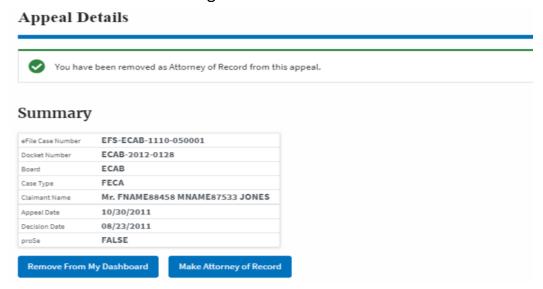
4. Click on the **Remove Attorney of Record** button.

Appeal Details





5. The appeal details page will be displayed with **Remove From My Dashboard** and **Make Attorney of Record** buttons along with a confirmation message.

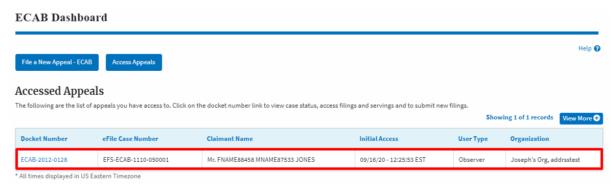


6. Click on the BRB Dashboard breadcrumb to go to the appeal dashboard.



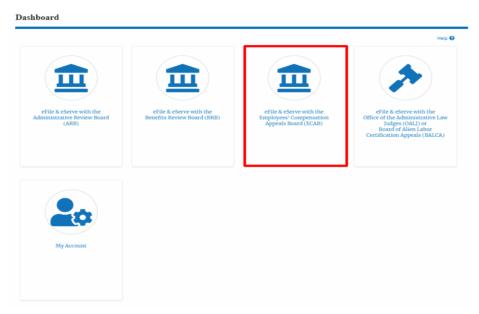
Appeal Details

7. The accessed appeal will be shown in your **Accessed Appeals** table with User Type **Observer**.



HOW TO SUBMIT A NEW FILING TO AN APPEAL IN ECAB?

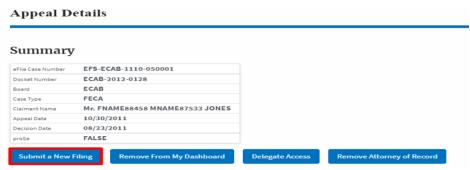
1. Click on the **ECAB** tile from the main dashboard.



2. Click on the approved <Docket Number> link with User Type "AoR". The user is navigated to the appeal details page.

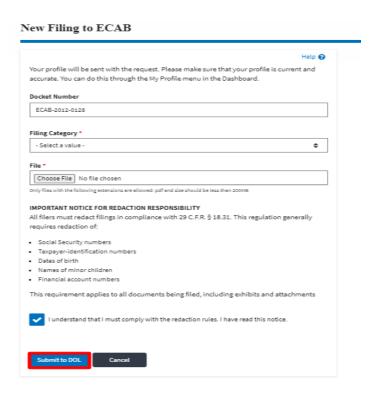


3. Click on the 'Submit a New Filing' button. User is navigated to 'New Filing to Boards' page

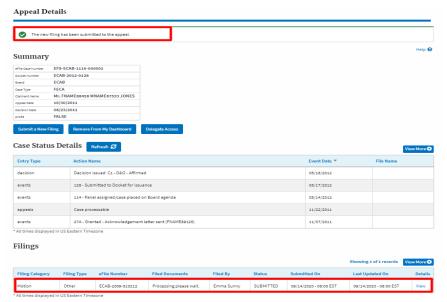




4. The user selects the 'Filing Category' and its 'Filing Type' and uploads the mandatory field and clicks on the 'Submit to DOL' button.



5. The filing request is listed in the 'Filings' table with 'SUBMITTED' status along with a confirmation message.





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



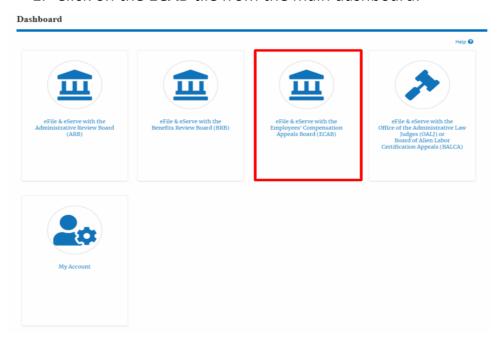
7. The user is displayed with a details popup and can click on the document links which are submitted by the user.





HOW TO FILE A NEW APPEAL IN ECAB?

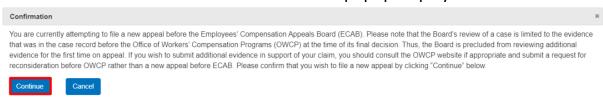
1. Click on the **ECAB** tile from the main dashboard.



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



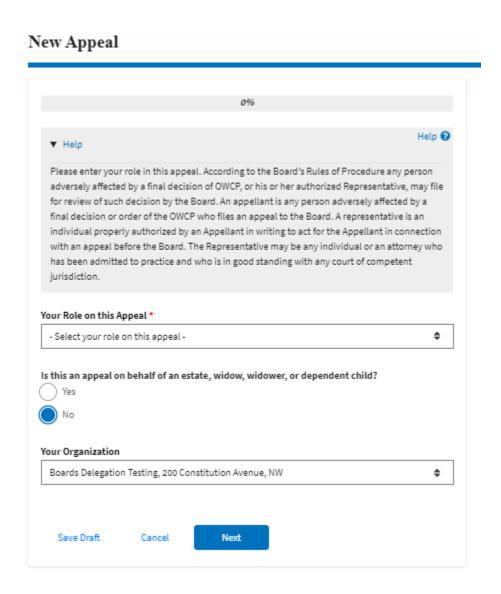
3. Click on the **Continue** button from the popup displayed.



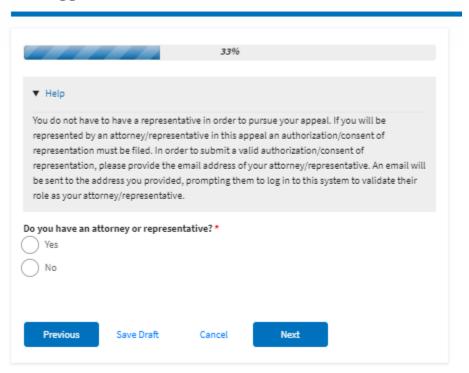


4. Fill out all the mandatory fields on each page of the wizard and click the **Next** button.

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

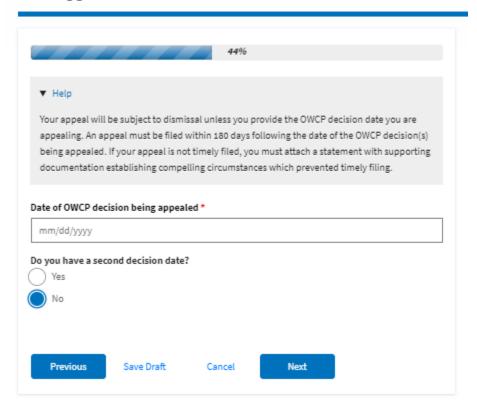


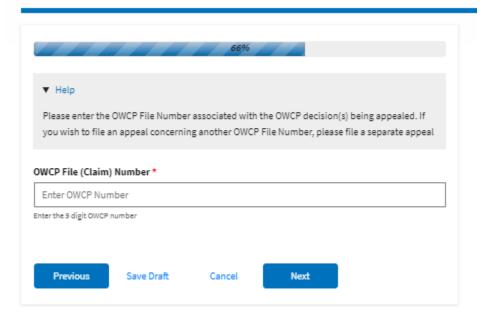




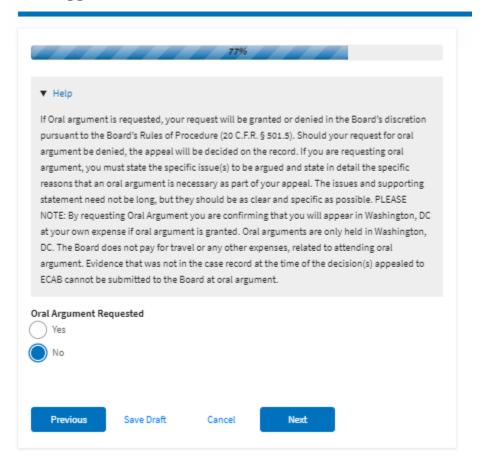


New Appeal

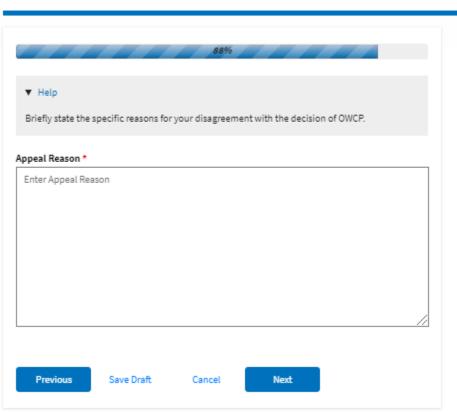




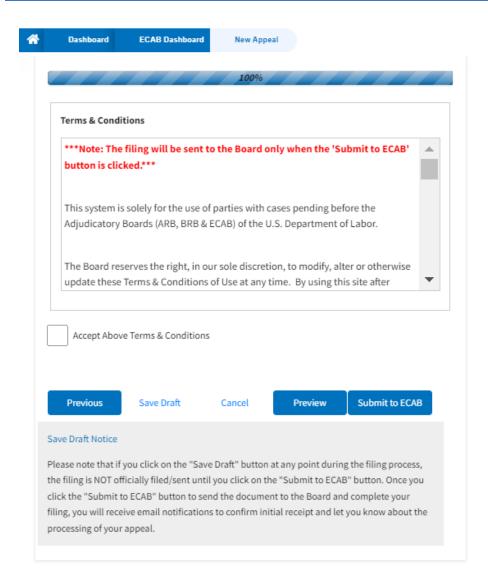






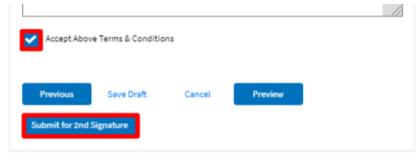






5. On the final page of the wizard, **Accept Above Terms & Conditions** and click on the 'Submit to ECAB'/'Submit for the 2nd Signature' button.

Note: If the filer is Appellant, It will be going for a second signature.



 The new appeal will be shown in your 'New Appeals' table with 'SUBMITTED'/'AWAITING SIGNATURE' 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.

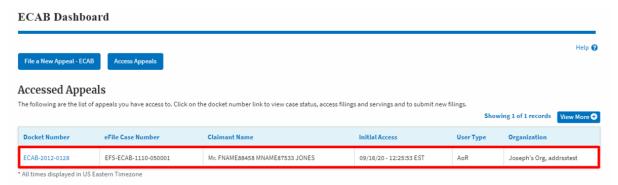


HOW TO DELEGATE ACCESS TO AN APPEAL IN ECAB?

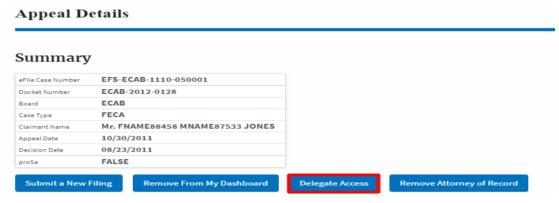
1. Click on the **ECAB** tile from the main dashboard.



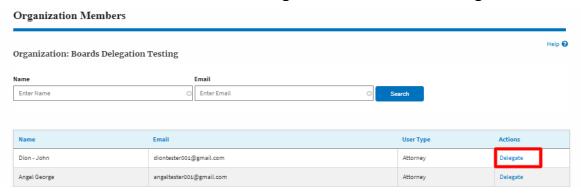
2. Click on the approved <Docket Number> link with User Type "AoR". The user is navigated to the appeal details page.



3. Click on the 'Delegate Access' button. The user is navigated to the 'Organization Members' page.

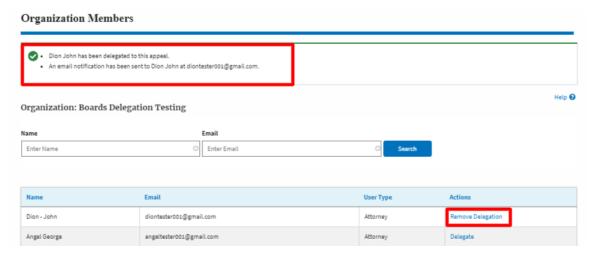


4. From the **Organization Members** table displayed, click on the **Delegate** link under 'Actions' table header against the user to be delegated.

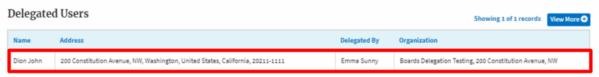




5. Delegate user confirmation will be displayed. Also, the "Delegate" link against delegated member changes to "Remove Delegation".



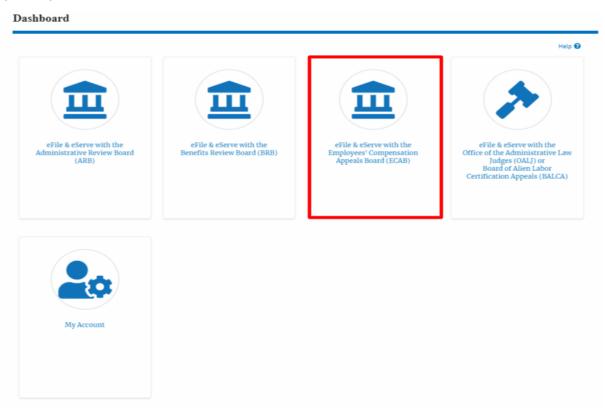
6. In the Appeal details page, the delegated member will be displayed in the Delegated User table.





HOW TO ACCESS ECAB - APPEAL DETAILS PAGE AS A DELEGATED USER?

1. Click on the eFile & eServe with the Employees' Compensation Appeals Board (ECAB) tile from the main dashboard.

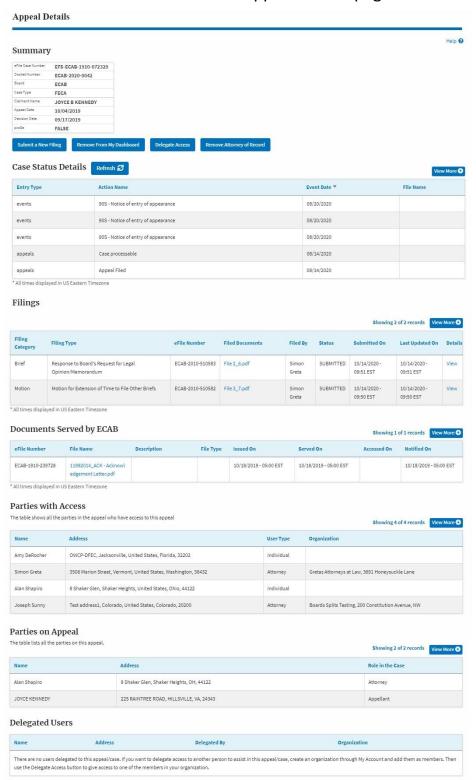


2. In the ECAB Dashboard, click on the approved <Docket Number> link from the **Appeals Delegated to Me** table.

| Docket Number | eFile Case Number | Claimant Name | Initial Access | User Type | Organization |
|----------------|----------------------|-----------------|-------------------------|-----------|--|
| ECAB-2011-0666 | EFS-ECAB-1101-051404 | Jerry Hudson | 10/05/20 - 10:38:40 EST | Observer | Gretas Attorneys at Law, 3691 Honeysuckle Lane |
| ECAB-2020-0042 | EFS-ECAB-1910-072329 | JOYCE B KENNEDY | 08/28/20 - 02:21:50 EST | AoR | Gretas Attorneys at Law, 3691 Honeysuckle Lane |



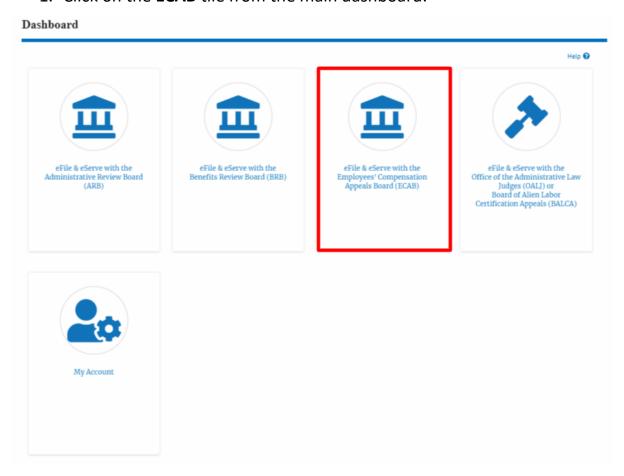
3. The user will be directed to the appeal details page.



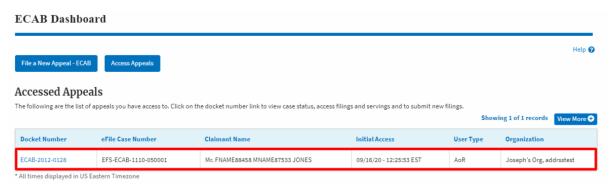


HOW TO REMOVE DELEGATION ACCESS IN AN APPEAL IN ECAB?

1. Click on the **ECAB** tile from the main dashboard.



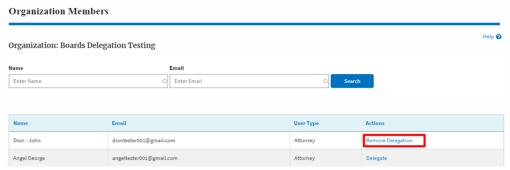
2. Click on the approved <Docket Number> link with User Type "AoR". The user is navigated to the appeal details page.



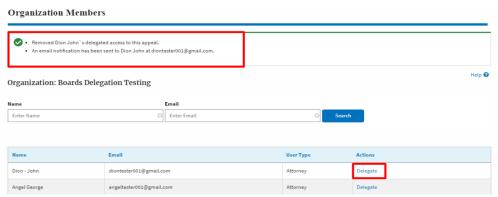
3. Click on the 'Delegate Access' button. The user is navigated to the 'Organization Members' page.



4. From the **Organization Members** table displayed, click on the **Remove Delegation** link under 'Actions' table header against the user to remove delegation.



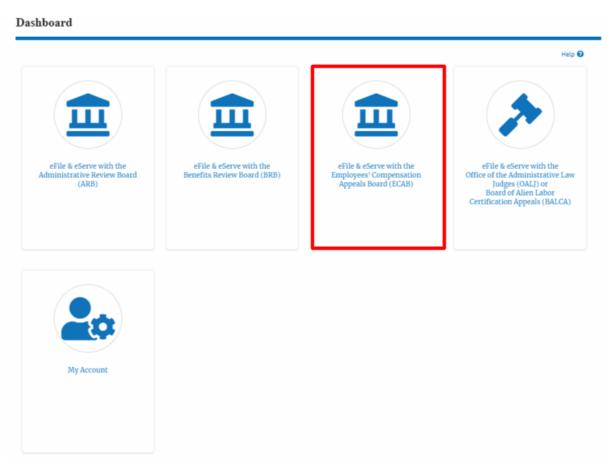
5. Remove delegation confirmation will be displayed. Also the "Remove Delegation" link against member changes to "Delegate".



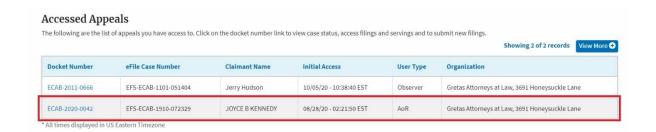


HOW TO ACCESS SERVINGS IN ECAB?

1. Click on the **ECAB** tile from the main dashboard.



2. Click on the approved <Docket Number> link with User Type "AoR". The user is navigated to the appeal details page.

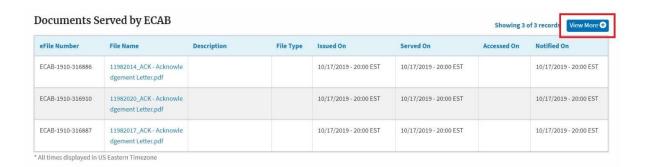




- 3. The **Documents Served by ECAB** table displays the served documents list.
 - i. Issued On The date and time the serving was issued by BRB
 - j. Served On The date and time the serving was served to the dashboard
 - k. **Notified On** The date and time the email regarding the serving was sent
 - I. Accessed On The date and time the serving was access by the user.

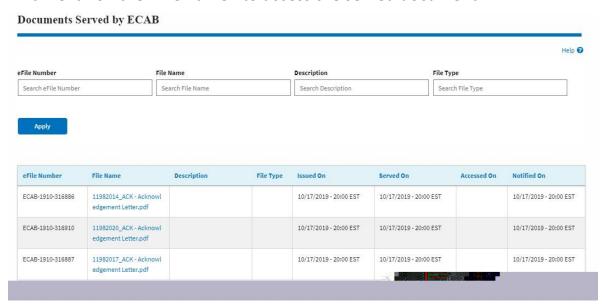


4. Click on the **View More** button to navigate to the **Documents Served by ECAB** page.

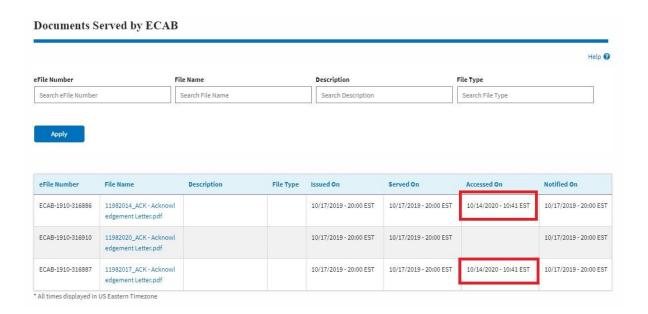




5. Click on the <file name> to access the served document.



6. The Accessed On date will be displayed in the column.





OVERVIEW OF BOARDS APPEALS EMAIL NOTIFICATIONS FOR PUBLIC ATTORNEY

1. Email Notification on 'Submitted - New Appeal':

New Appeal for the Case ARB-2009-0306(BLA) has been submitted - DO NOT REPLY

DOL eFile-eServe <noreply@dol.gov>

to me 🕶

eFile and eServe

Dear Joseph Sunny,

Please find the details of your new appeal below.

Docket Number : ARB-2009-0306

Agency : ARB

OALJ Case Number(s): 2017-BLA-05170,2011-BLA-06353

eFile Number : ARB-2009-510306 eFile Case Number : EFS-ARB-2009-208989 Decision Date : September 14, 2020

Status : submitted

Date : September 25, 2020 at 5:11 AM ET

Please click the link(s) below to view the document(s):

533030 533031

Thank you, Administrative Review Board U.S. Department of Labor

Please login to DOL eFile and eServe to view the details



2. Email Notification on 'Approved - New Appeal':

Appeal for the Case ARB-2009-0290(ERA) has been APPROVED - DO NOT REPLY

DOL eFile-eServe <noreply@dol.gov> to me +

eFile and eServe

Dear Joseph Sunny,

Please find the details of your Appeal below.

Docket Number : ARB-2009-0290 : ARB : ARB-2009-510290 eFile Number eFile Case Number: EFS-ARB-2009-208980

Status : APPROVED

: September 25, 2020 at 6:07 AM ET Comments : Agency approving this request

Thank you, Administrative Review Board U.S. Department of Labor

Please login to DOL eFile and eServe to view the details

3. Email Notification on 'Rejected - New Appeal':

Appeal for the Case ARB-2009-0306(BLA) has been REJECTED - DO NOT REPLY

DOL eFile-eServe <noreply@dol.gov>

eFile and eServe

Dear Joseph Sunny,

Please find the details of your Appeal below.

Docket Number : ARB-2009-0306

: ARB Agency

eFile Number : ARB-2009-510306 eFile Case Number : EFS-ARB-2009-208989

: REJECTED : September 25, 2020 at 6:09 AM ET Comments : AGENCY rejecting this request

Thank you, Administrative Review Board U.S. Department of Labor

Please login to DOL eFile and eServe to view the details



4. Email Notification on 'Submitted - Filing':

Motion for the Case ARB-2019-0067(LCA) has been Submitted - DO NOT REPLY

DOL eFile-eServe <noreply@dol.gov>

eFile and eServe

Dear Joseph Sunny,

Please find the details of your Motion below.

Docket Number : ARB-2019-0067

Agency

: ARB : ARB-2009-510341 eFile Number eFile Case Number: EFS-ARB-1907-071109

Status : Submitted

: September 25, 2020 at 5:58 AM ET

Please click the link(s) below to view the document(s):

533035

Thank you,

U.S. Department of Labor

Please login to DOL eFile and eServe to view the details

5. Email Notification on 'Approved - Filing':

Brief for the Case ARB-2019-0067(LCA) has been Approved - DO NOT REPLY INDICATE AND APPROVED IN THE CASE ARB-2019-0067(LCA) has been Approved - DO NOT REPLY

DOL eFile-eServe <noreply@dol.gov>

eFile and eServe

Dear Joseph Sunny,

Please find the details of your Brief below.

Docket Number : ARB-2019-0067 Agency : ARB

eFile Number : ARB-2009-510342 eFile Case Number: EFS-ARB-1907-071109

: Approved : September 25, 2020 at 6:01 AM ET Date

Comments : Approved For Joseph

Administrative Review Board U.S. Department of Labor

Please login to DOL eFile and eServe to view the details



6. Email Notification on 'Rejected - Filing':

Motion for the Case ARB-2019-0067(LCA) has been Rejected - DO NOT REPLY



eFile and eServe

Dear Joseph Sunny,

Please find the details of your Motion below.

Docket Number : ARB-2019-0067

Agency : ARB

eFile Number : ARB-2009-510341 eFile Case Number : EFS-ARB-1907-071109

Status : Rejected

Date : September 25, 2020 at 6:02 AM ET

Comments : Rejected for joseph

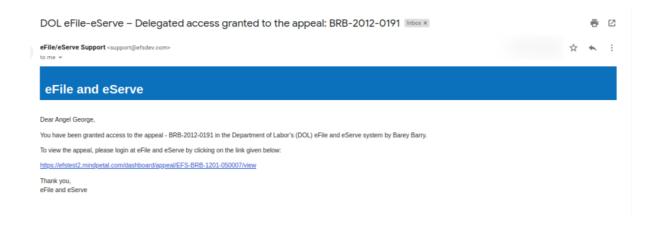
Thank you,

Administrative Review Board

U.S. Department of Labor

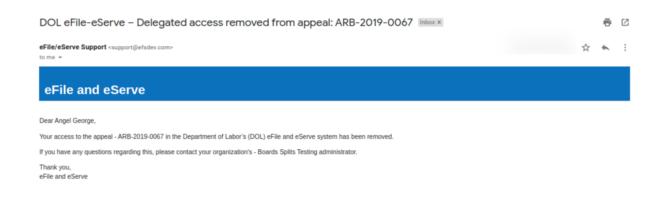
Please login to DOL <u>eFile and eServe</u> to view the details

7. Email Notification on 'Delegate Access' to a member on appeal:





8. Email Notification on 'Remove Delegate Access' from a member on appeal:



9. Email Notification on 'Servings'

Please login to DOLeFile and eServe to view the details