



**NOTICE REGARDING CHANGE TO ELECTRONIC FILING SYSTEM**  
**(Notice Dated: 12/7/2020)**

At 8:30 am Eastern Standard Time (EST) on December 7, 2020, the Administrative Review Board (ARB) launched an updated eFile/eServe system (EFS). Like the ARB's current Electronic File and Service Request (EFSR) system, EFS allows parties to electronically file new appeals, briefs, motions, and other documents; receive electronic service of ARB-issued decisions and orders; and check the status of existing appeals via a web-based interface. EFS is accessible 24 hours every day at <https://efile.dol.gov>. **All parties who wish to electronically file appeals, pleadings, or other documents in pending cases must now use EFS to do so.**

As part of this change, **the Board's EFSR system went offline permanently at 5:00 pm EST on December 3, 2020.** This means that you will no longer be able to electronically file any appeals or other documents with the ARB via the old EFSR system. If you attempt to access the old EFSR system, you will be directed to the updated EFS.

If you intend to electronically file with the ARB, you must do so as a registered user via EFS at <https://efile.dol.gov>. Registration is a two-step process:

- First, **all users, including those who were registered users of the EFSR system, must create an account at login.gov** (if they do not have one already).
- Second, users who had not previously registered with the EFSR system must create a profile with EFS using their login.gov username and password. **Users of the now-obsolete EFSR system do not have to create a new EFS profile.**
- After setting up an EFS profile, all users can learn how to file an appeal to the ARB using EFS by consulting the written guide at <https://efile.dol.gov/system/files/2020-11/file-new-appeal-ARB.pdf> and the video tutorial at <https://efile.dol.gov/support/boards/new-appeal-ARB>.
- **At this time, EFS will not electronically serve other parties. You are still responsible for serving the notice of appeal and all other filings on other parties to the case.**

If you are a party other than the party that has filed an appeal with the ARB, you may request access to the appeal by obtaining a login.gov account (if you do not already have one) and creating an EFS profile. Written directions and a video tutorial on how to request access to an appeal are located at <https://efile.dol.gov/support/boards/request-access-an-appeal>.

The ARB is making additional information available to the public to learn more about EFS and how it works. Information regarding registration for accessing EFS, as well as user guides, video tutorials, and FAQs, are found at <https://efile.dol.gov/support>. Webinars on the updated system will be announced on the ARB's website at <https://www.dol.gov/agencies/arb> and the EFS site at <https://efile.dol.gov>. The following ARB-related webinar is currently scheduled:

**Monday, December 14, 2020 1:00 to 2:30 pm EST**

WebEx link:

<https://usdolevents.webex.com/usdolevents/onstage/g.php?MTID=eb61167fc9887268da38117f02356bed2>

US Toll Free 1-877-465-7975

US Toll 1-210-795-0506

Access code: 199 593 1767

Password: Welcome!68

As was the case with the EFSR system, use of EFS is currently voluntary. At this time, any party may choose to file an appeal, pleading, or other document with the ARB in paper form by regular mail. If you experience difficulty establishing your account, you can find contact information for login.gov and EFS at <https://efile.dol.gov/contact>.