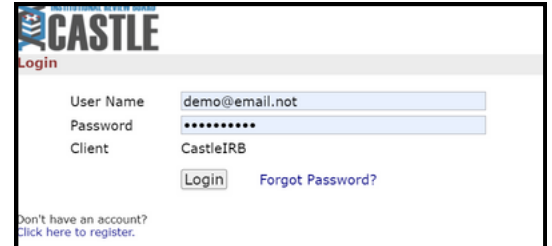


1. Portal Access

<https://castleirb.my.irbmanager.com/Login.aspx>

2. Log into your account

- Log into the portal with your Username: [email address] and unique password.



The screenshot shows the Castle IRB login interface. At the top left is the Castle IRB logo. Below it, the word "Login" is displayed. The form contains three input fields: "User Name" with the value "demo@email.not", "Password" with masked characters "*****", and "Client" with the value "CastleIRB". Below the "Client" field is a "Login" button and a "Forgot Password?" link. At the bottom left, there is a link that says "Don't have an account? Click here to register."

3. Submitting an Amendment

- On the homepage, click on the specific protocol number, under the heading 'My Protocols'.
- Under 'Actions' on the top left of the Home page, click on **"Start xForm"**.
- Select **"Amendment Form"**.
- Complete the form and attach the revised documents and/or the modifications.
- Click on Submit.