

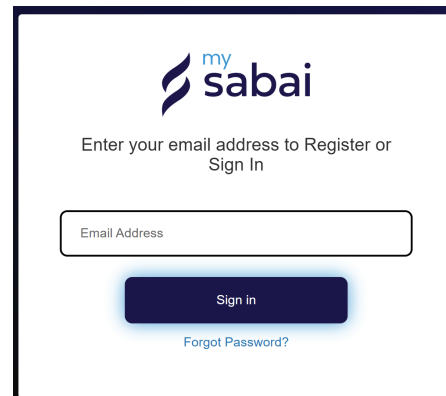
01. **Portal Access** <https://review.sabaiglobal.com/Login.aspx>

02. **Log Into Your Account**

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

02. **How to Add/Remove Contacts**

- 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 "**Add or Remove Contacts**".
- Complete the form to add or remove Study or Site personnel to/from the study.
- Click on Submit.

A screenshot of the Sabai login page. At the top, there is the Sabai logo with 'my' in blue above 'sabai'. Below the logo, the text reads 'Enter your email address to Register or Sign In'. There is a text input field labeled 'Email Address'. Below the input field is a dark blue button labeled 'Sign in'. Underneath the button is a link that says 'Forgot Password?'. The entire form is enclosed in a black rectangular border.

Note: Personnel must have an account in MySabai to be added to a study.