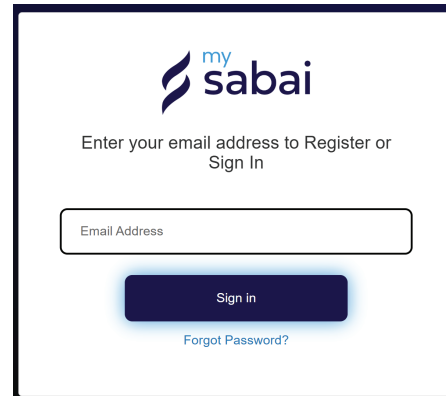


01. Portal Access

<https://review.sabaiglobal.com/Login.aspx>

02. Log Into Your Account

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



The screenshot shows the Sabai login interface. At the top, it features the 'my sabai' logo. 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'. At the bottom of the form, there is a link that says 'Forgot Password?'.

03. Adding Translations

- 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**".
- Select Number/Type of Participants in the Amendment Type
- On next page, select "**Type of Participants**" (e.g. vulnerable populations)
- Select "**Non-English Speaking participants**".
- Complete sections on whom will be providing the translations and answer the additional questions.
- Complete the form (if providing translated documents and certification of translation, attach them)
- Click on Submit.