



# How to Retrieve Approval Letters/Documents

## 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.

my sabai

Enter your email address to Register or Sign In

Email Address

Sign in

[Forgot Password?](#)

## 03. How to Retrieve Approval Documents

- On the homepage, click on the specific protocol number, under the heading 'My Protocols'.
- At the bottom of this page under 'Events', click on the number in the "Att" [attachment] column next to the event whose determination letter and documents you wish to download [e.g., Initial Submission, Amendment, Reportable Events, etc.].
- This will direct you to the Attachments Page.
- On the left side, click into the "Generated Documents" folder to access the determination letter.
- The "Attachments" folder provides access to any documents that were submitted for review. Applicable copies with an approval stamp are provided for download [e.g., informed consent form, recruitment materials, etc.].
- Click on the link under "Name" to open your document – you can print/save as needed.