

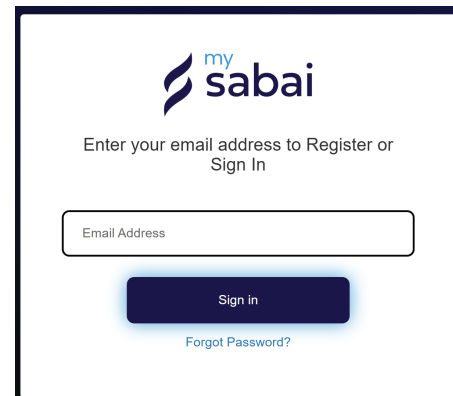
01. **Portal Access** <https://review.sabaiglobal.com/Login.aspx>

02. Log Into Your Account

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

03. How to Submit a New Contact

- On the top left of the home page, under 'Actions', click on "**Start xForm**".
- Select "**New Contact**" Form.
- Complete the form to add new personnel to MySabai (this does not add them to a study only provides them with an account)
- Click on Submit.

A screenshot of the MySabai login page. At the top, there is 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 page, there is a link that says 'Forgot Password?'.

Important Note: To add the new contact to existing studies, see optional step 4 below. (Step 4 must be done by a contact already listed on the study.)

04. Optional: How to Add a New Contact to a Study

- On the top left of the home page, under 'Actions', click on "**Start xForm**".
- Select "**New Contact**" Form.
- Complete the form to add new personnel to MySabai (this does not add them to a study only provides them with an account)
- Click on Submit.

Note: If a new PI or Co-PI is being added to the study, that must be submitted via an Amendment form.