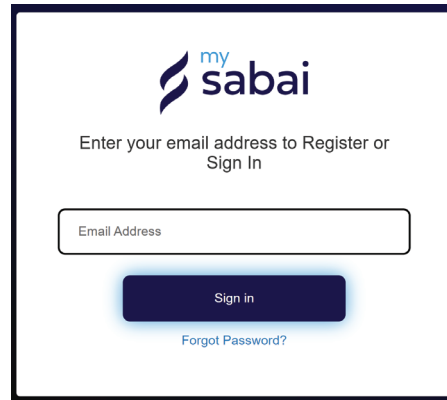


01. Portal Access

<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 'my sabai' login interface. At the top is the 'my sabai' logo. Below it, 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?'.

A. 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 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 the **"Name"** column to open your document – you can print/save as needed.

B. How to Download IRB Applications

- Navigate to either the **Protocol (Master)** or **Investigator** folder (to retrieve a site-level application or a study or master-level application).
- Scroll down to the **"Event"** (submission) you for which you want to retrieve the application form. Click into the Event link to enter the submission.
- Once inside the selected submission, navigate to the **ACTIONS** toolbar on the left side of the screen and select the **"Xforms (1)"** option for that submission.
- This will display the application form for this submission. To download, click on the form, scroll to the end and select **"More"** and then select **"View as PDF"** to download or print, as needed. Alternately, you may also use your browser options to save and print to PDF.