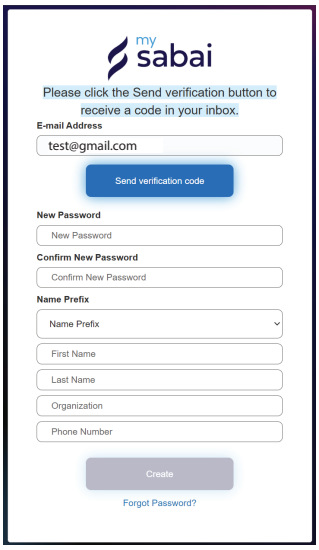
# How to Create a MySabai Account

You can register at: review.sabaiglobal.com




01 You'll first be prompted to enter your e-mail address. If you have registered previously to use our portal, please use the same email address that you currently have attached to your account so that your existing study access will display.

02 You'll then be shown the registration form and asked to confirm your email address and create a unique password. This is a one-time set-up step. Press the "Send Verification Code" button to receive a message in your email inbox with a six-digit code.

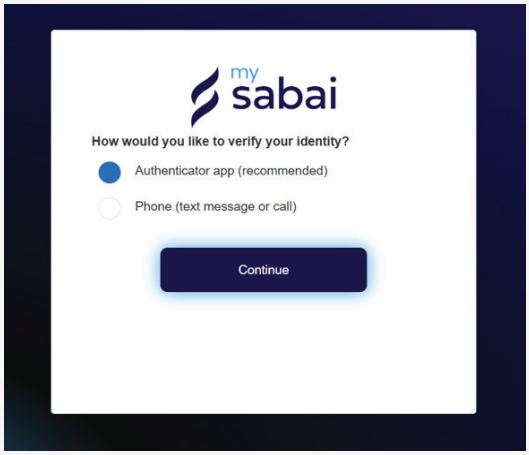






03 Enter the code into the Verification Code box and press "Verify Code". After verification, complete the remainder of the form by supplying a new password and the requested information. This will be your password for MySabai and the MySabai system going forward. Click the Create button to continue the process.

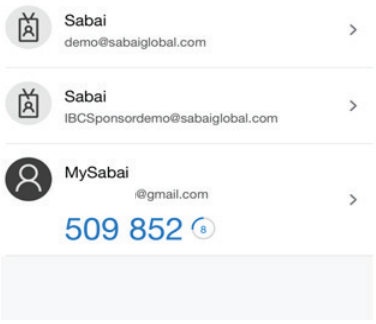
NOTE: Passwords must be 8-16 characters and contain three of the following categories of characters – UPPERCASE, lowercase, digits (0-9), and/or a symbol (@ # $ % ^ & * - _ + = [ ] { } | \ : ' , ? / ` ~ " ( ) ; .)

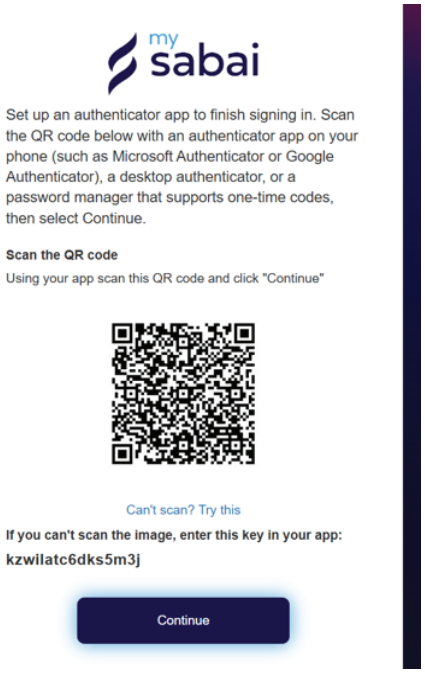



04 Next you will see the Multi-Factor Authentication set-up where you will be given an option to select how you want to authenticate (via downloaded authenticator app, text message or phone call) to confirm your account. Microsoft and Google Authenticator are two free options that can be downloaded. This is a one-time set-up step, but you will be prompted during subsequent logins to receive a code via your chosen authenticator app to verify your identity.

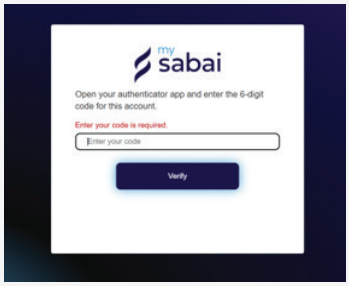
05 Go to your Authenticator on your phone or computer, add an account using the big + sign to Add Account. You will be prompted to scan the QR code.

Once the authenticator has added your account, you should see a code populate.
Example below is from Microsoft Authenticator:

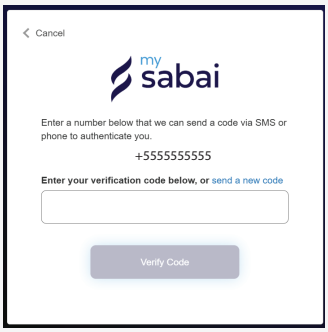



06 After receiving the notification from your authenticator app, enter the six-digit number into the verification box and press “Verify Code”.




Online Application




Phone Version

07 You will then be logged into MySabai and should see your dashboard. If you are a returning user, you should see everything here that is currently assigned to or associated with your account. If you don't see anything on your dashboard, please contact us so that we can assist you with attaching your account to your login. (This may happen if you have not used the same e-mail address to set up your MySabai account as was previously attached to your OneAegis, IRBManager or Oasis login)