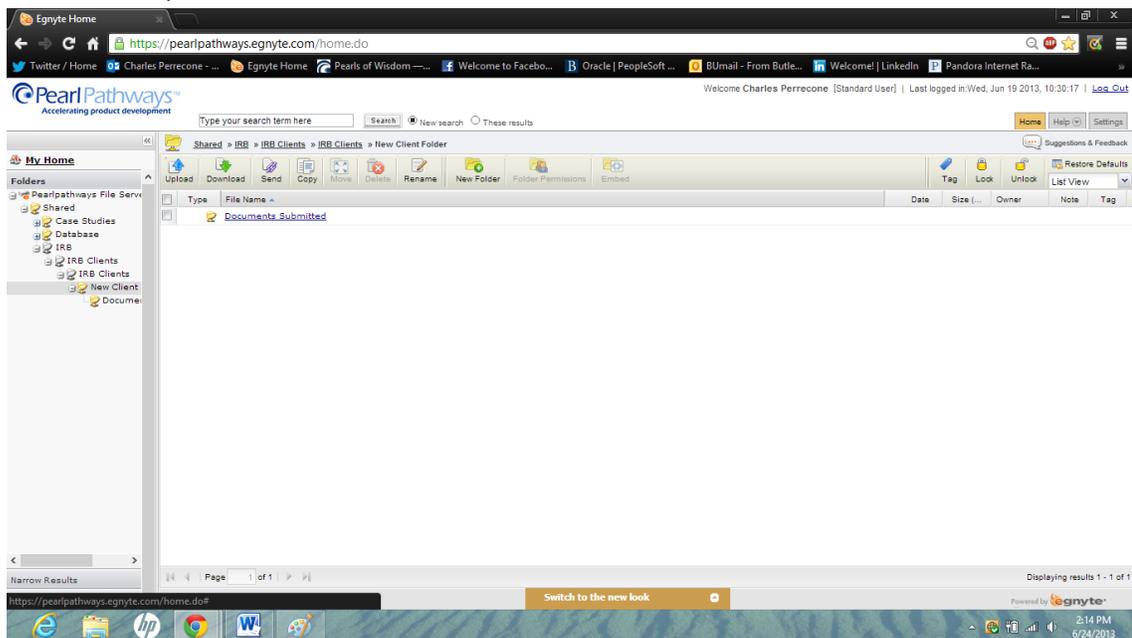


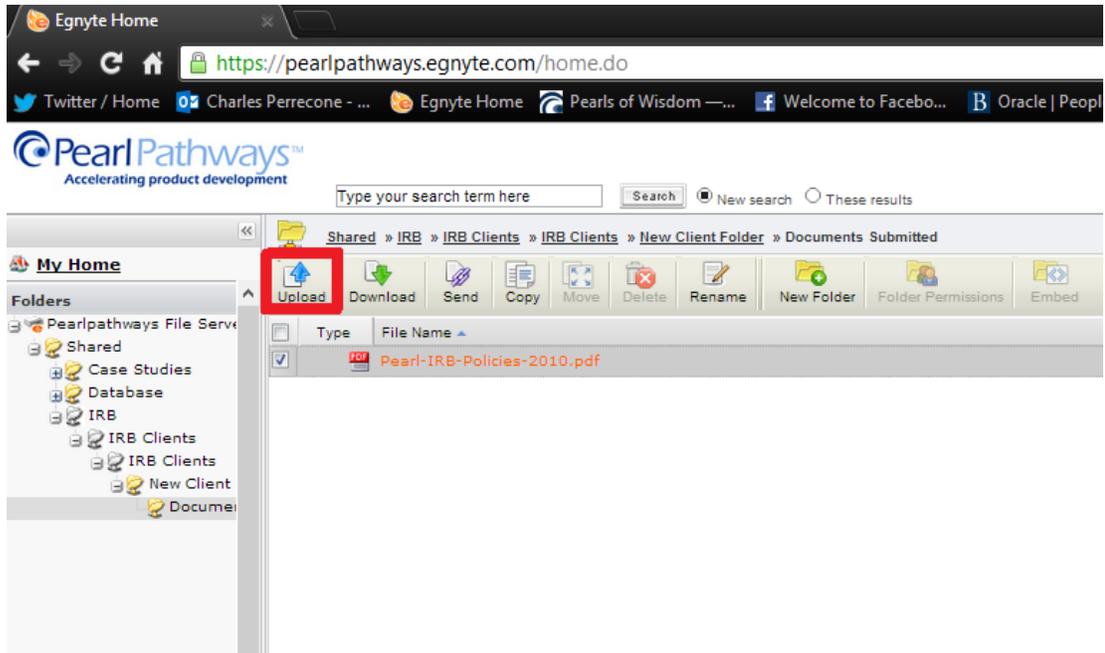
EGNYTE Upload Instructions

1. After your contract for IRB services has been executed with our Business Development Team, you will receive an e-mail from the IRB Coordinator introducing you to our secure web portal (EGNYTE).
2. Locate the email sent from EGNYTE confirming you have been added into the website
3. Either copy & paste the URL link **or** click the URL link to bring you to a login page for EGNYTE
4. Using the username and password sent to you by EGNYTE via email log into the website
5. Once logged in-locate the “SHARED” folder.
6. Then proceed to the “IRB” folder.
7. Then proceed to the folder created with “YOUR COMPANY NAME” (i.e. Eli Lilly, Pfizer, GSK, etc.)
8. In this folder you should see an additional folder marked “Documents Submitted”.

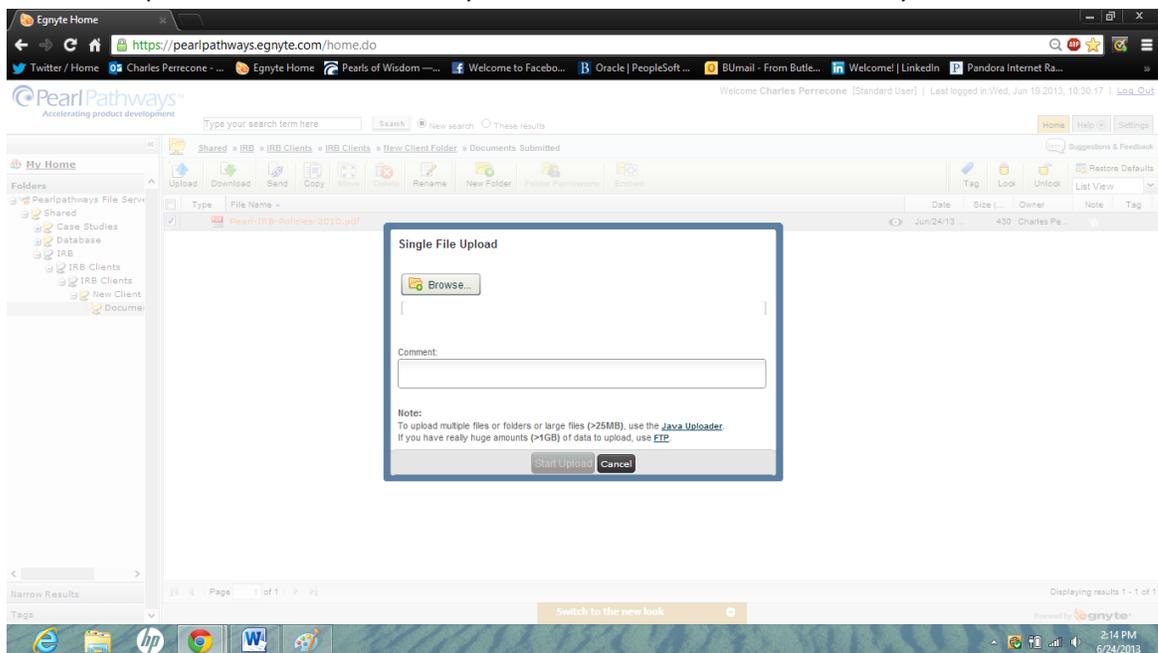


9. Open the “Documents Submitted” folder

10. Locate the “Upload” button on the toolbar with the blue arrow pointing up



11. Click the “Upload” button and browse your documents to find the necessary files



12. Be sure to upload all **four** required documents, any additional forms unique to your submission and the documents you would like the IRB to review.

13. Press “Start Upload” to finish the uploading process.

14. Please send an e-mail to: elooney@pearlpathways.com and dglowner@pearlpathways.com advising that you have completed the upload and we will begin reviewing your documents for “regulatory readiness”.
15. We will advise you via e-mail should there be any issues with your submission.