**HiREB eREB Sub Form - Applicant Quick Sheet**

This applies to Amendments, LSAE’s, NLSAE’s, Renewals, Study Completions and Acknowledgement(Misc.) Requests

The following actions will direct you through the sub form process:

* Logon to the eREB system
* From the home page click on the project you are creating the sub form for. This will open the study up to the navigation page.
* On the left hand side of the screen under the actions panels click on create sub form.
* When the create sub form tile opens scroll to the sub form you would like to create i.e. amendment, LSAE etc.
* This will then open the sub form up in your study and it can then be populated.
* Once the form has been completed it must be signed by the LPI of the study and submitted.

These sub forms mirror the paper forms and flow in the same manner.

If you have any questions or require assistance with this procedure please contact

**eREB Helpdesk or Tina Arnosti, System Administrator**

erebhelpdesk@hhsc.ca arnoschr@hhsc.ca

905-521-2100 X 70014 905-521-2100 X 74605