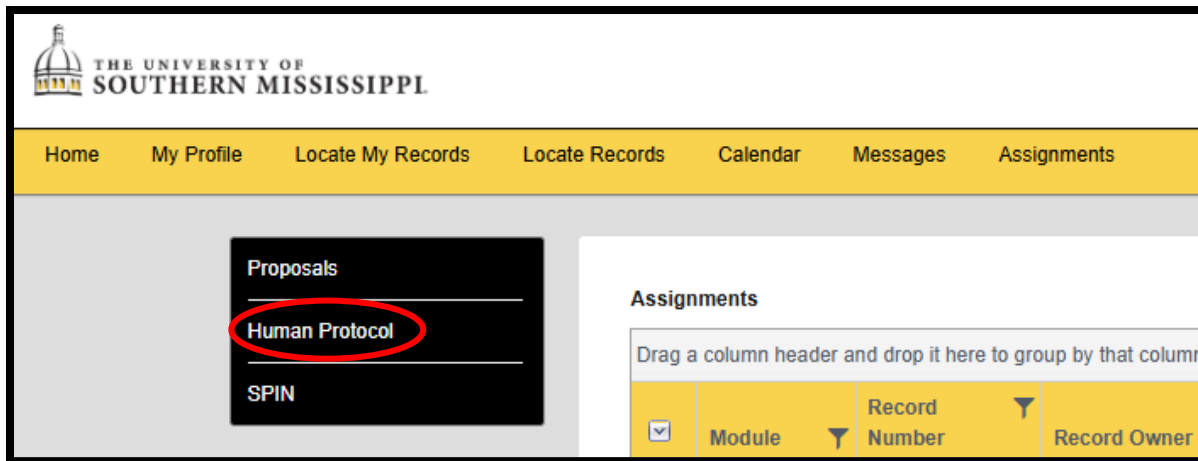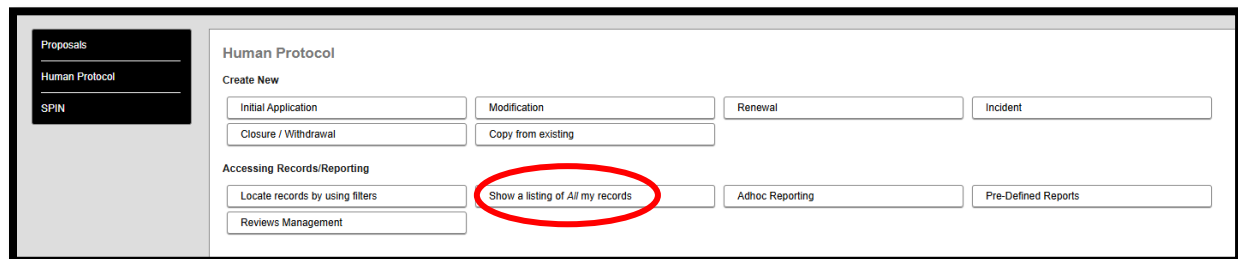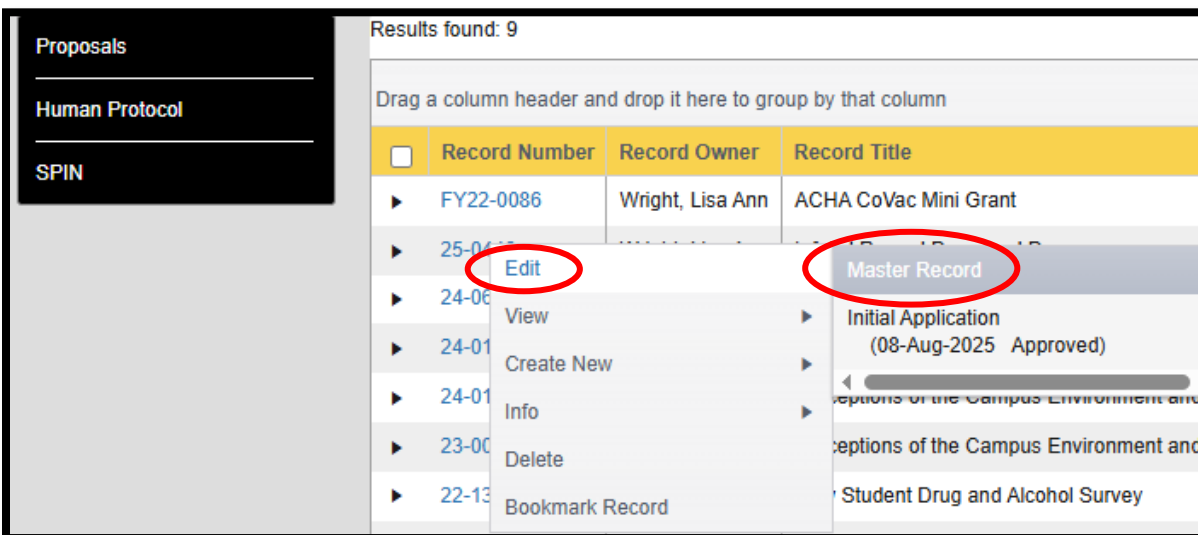**Step 1: Log in to InfoEd. Click on Human Protocol.**

Step 2: Select "Show a listing of *All* my records".

Step 3: Click on the blue protocol number you would like to access, select "Edit", and then "Master Record".

Step 4: A new window will open; click on the "Initial Application" option in blue text. If you have modifications and/or renewals, they will also be listed in blue text, and you will be able to access them to retrieve all associated documents following the same steps.

Step 5: Click on "PDF" in blue text. Make sure pop-ups are allowed on your computer.

Step 6: A new window will open, and you will be able to download and save a copy of your protocol as a PDF.

Step 7: Return to the Master Record screen and click on the "Communications" option in white text.
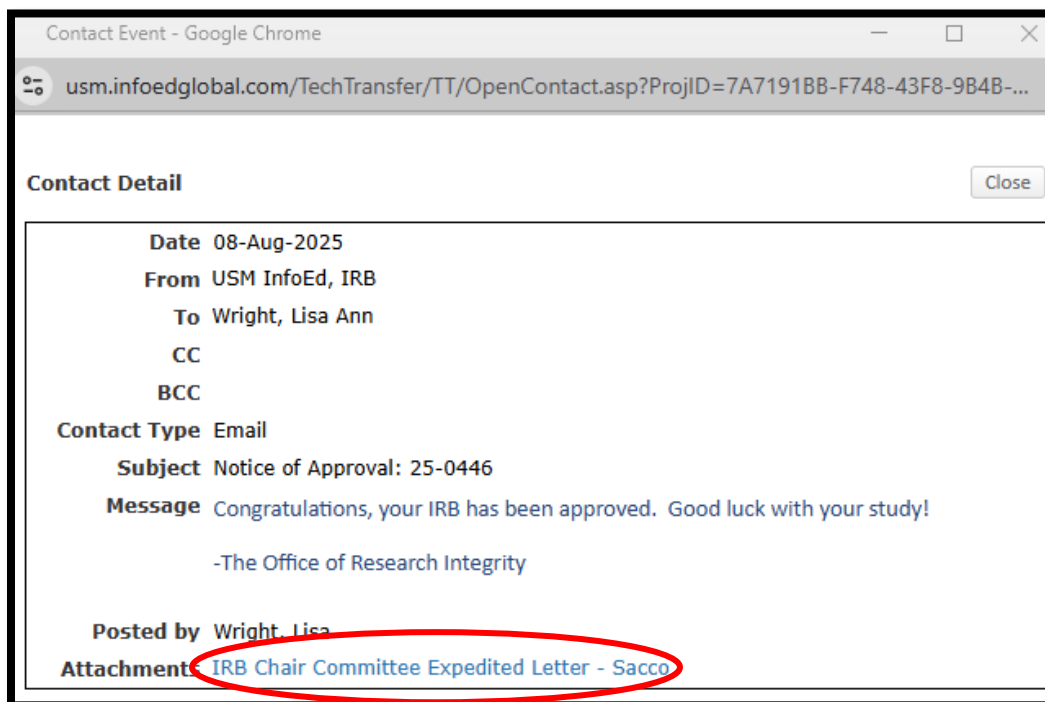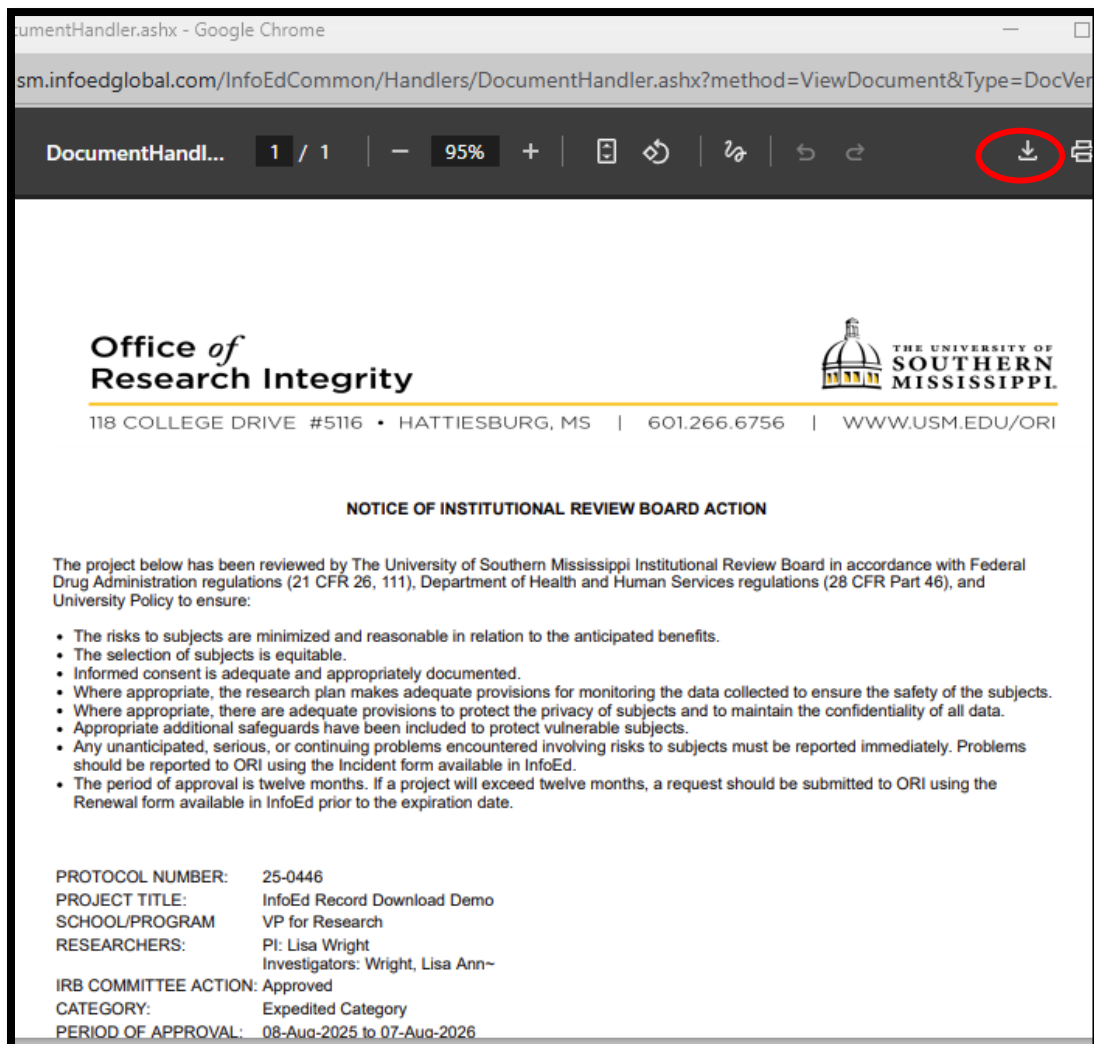
Step 8: In the master record's communications section, you will be able to see all communications associated with your protocol. Click on the option to "View" relevant communications in blue text.
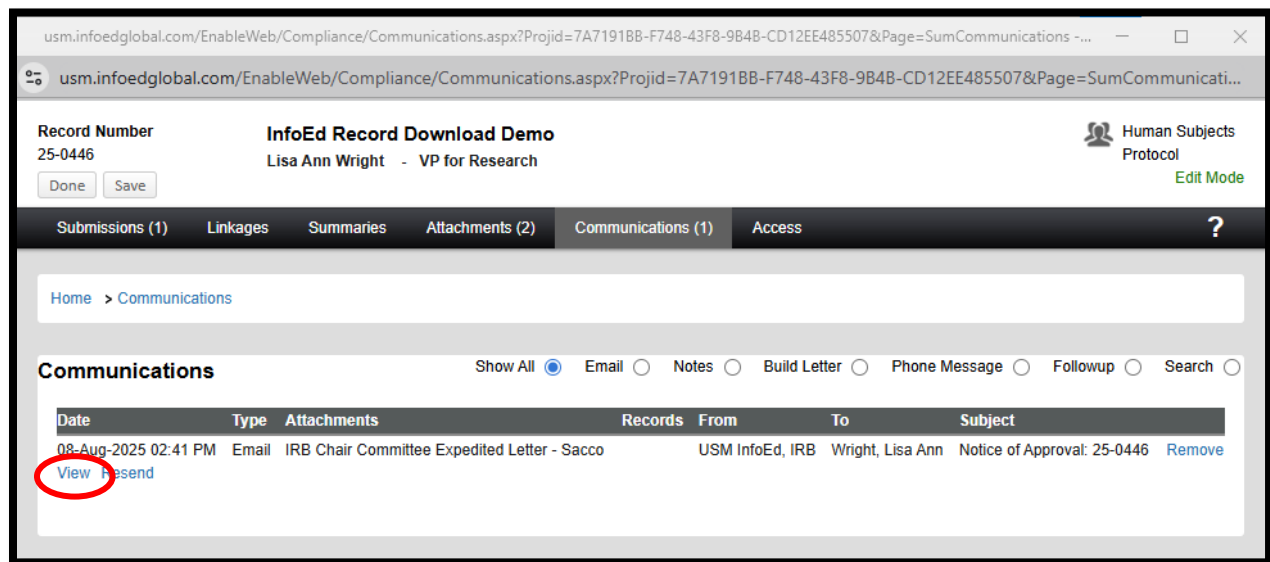
Step 8: Another screen will pop up; click on the blue text where the "Attachments" are listed.

Step 10: Your approval letter will open in a new window that you can then save as a PDF.