

HOW TO SIGN ELECTRONICALLY

1. Login to the Partners network
2. Go to the following web page: <http://insight.partners.org>
3. Enter your Partners user name and password to login to Humans/eIRB
4. Click on the **go to Humans** button
5. Click the 'Activity List' tab



6. Click on the protocol title
7. Review the submission launching the **View Application** for forms output or **View Full Application** for forms and attachments output. When you have completed your review, close the pdf.
8. Click on the 'Action Required'



9. Check any checkboxes boxes (if applicable) and enter your Partners user name, password, and then click the **Authenticate** button
10. Enter any comments (optional), then click **Accept** or **Decline** to move the item out of your Activity List. **NOTE: the signature process will not be complete until you finish this last step.**
11. Repeat steps 6-9 for any other activities in your Activity List.