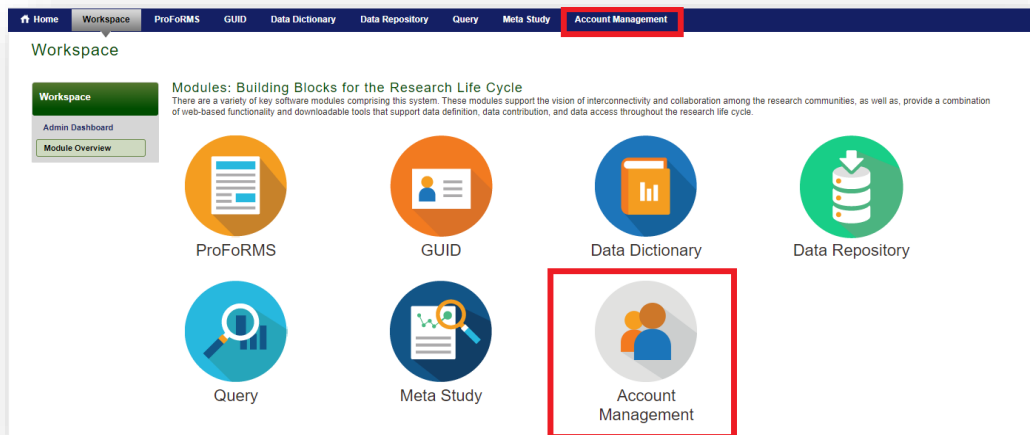


Thank you for your continued use of FITBIR. If your account privileges are about to expire, please follow the necessary steps:

1. Log into your FITBIR Account and click on the Accounts Module Icon or Tab at the top of the screen.



2. In the Account Management module, you will your profile information, account privileges, and many other subsections. Please scroll down to the section titled, “Administrative File Templates”.

Administrative File Templates

Search:

FILE TEMPLATE	REQUIRED FOR PRIVILEGE
<a href="#">Biographical Sketch</a>	Yearly Account Renewal
<a href="#">Data Access Request</a>	Query
<a href="#">Data Submission Request</a>	Data Dictionary, Data Repository, GUID, ProFoRMS, Yearly Account Renewal

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

- a) Here the process varies depending on how you use FITBIR.
- b) If you are a user who is accessing the data within FITBIR, you are required to renew your account privileges annually. To renew your privileges, please download and complete the “Biographical Sketch” and “Data Access Request” documents from the template section. Once completing the documents, please upload the documents to your FITBIR account.

Administrative File Templates

Search:

FILE TEMPLATE	REQUIRED FOR PRIVILEGE
<a href="#">Biographical Sketch</a>	Yearly Account Renewal
<a href="#">Data Access Request</a>	Query
<a href="#">Data Submission Request</a>	Data Dictionary, Data Repository, GUID, ProFoRMS, Yearly Account Renewal

Showing 1 to 3 of 3 entries First Previous **1** Next Last

- c) If you are a user who is submitting data to FITBIR, then your privileges are valid until the end of your study's Period of Performance. Please contact your FITBIR Point of Contact for any questions in regards to your privileges. However, if you are a current submitter of FITBIR and you will be joining a new study, then please complete the "Data Submission Request" form and upload the document to your FITBIR account.

Administrative File Templates

Search:

FILE TEMPLATE	REQUIRED FOR PRIVILEGE
<a href="#">Biographical Sketch</a>	Yearly Account Renewal
<a href="#">Data Access Request</a>	Query
<a href="#">Data Submission Request</a>	Data Dictionary, Data Repository, GUID, ProFoRMS, Yearly Account Renewal

Showing 1 to 3 of 3 entries First Previous **1** Next Last

3. To upload your document(s) to your account, please find the "Existing Files" subsection on the "My Profile" page. Use the "Add" button to upload your documents.

Existing Files

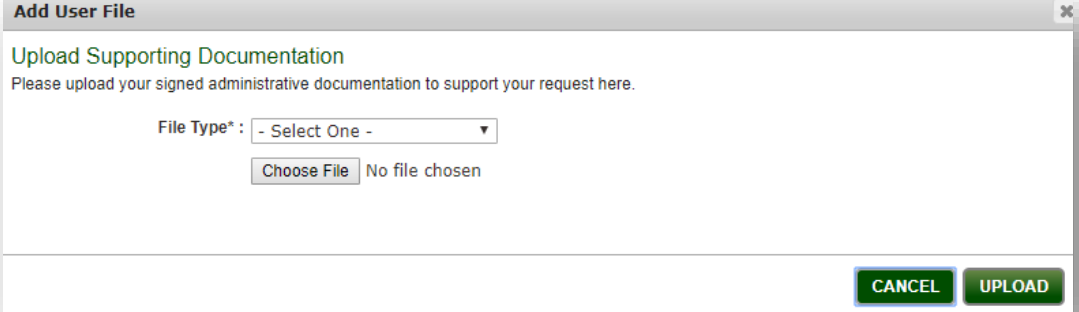
[Add](#) [Download All](#) Search:

FILE NAME	FILE TYPE	DATE SUBMITTED
No data available in table		

Showing 0 to 0 of 0 entries First Previous Next Last

This will open a new window with a drop down menu and a button to choose your document. Please select the appropriate file type and then choose your document from your computer. Then press "Upload" to attach your document to your account. You

should see the document appear in the “Existing Files” table once completed.



**Add User File**

**Upload Supporting Documentation**  
Please upload your signed administrative documentation to support your request here.

File Type\* : - Select One -

Choose File No file chosen

CANCEL UPLOAD

4. Once your documents have been uploaded to your account. Please reach out at [FITBIR-ops@mail.nih.gov](mailto:FITBIR-ops@mail.nih.gov) to notify FITBIR Operations that you are requesting to renew and your documentation has been added to your account for review.