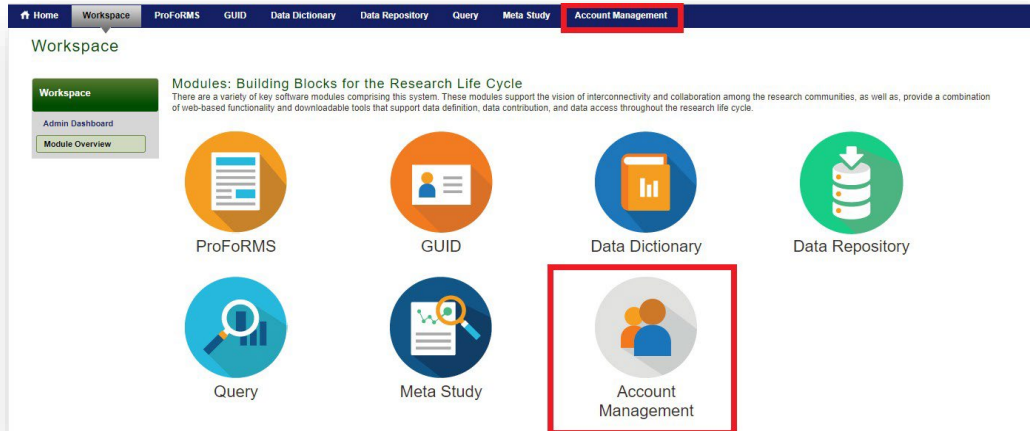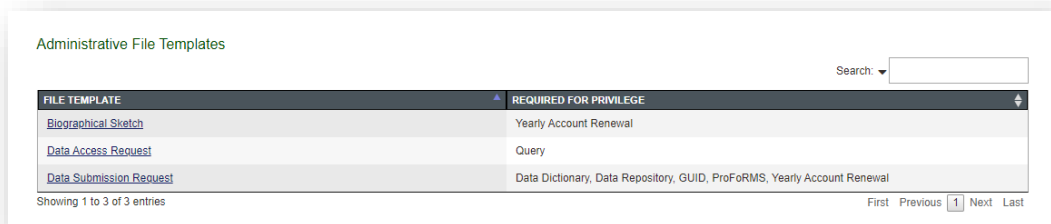Thank you for your continued use of FITBIR. If your account privileges are about to expire, please follow the necessary steps:

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 see your profile information, account privileges, and many other subsections. Please select 'Files' and scroll down to the section titled, 'Administrative File Templates'.

The renewal process varies depending on how you use FITBIR.

a) 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 you have completed the documents, please click 'Edit Profile' in the Account Management Module, select the 'Request Account Renewal' chevron, upload the newly updated documents, and click 'Save & Renew Privileges'.

b) 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. When it's time to renew your privileges, you have two options:

- Go to the Account Management module, click 'Edit Profile', select the 'Request Account Renewal' chevron, and then click 'Save & Renew Privileges'. Note: You do not need to upload an updated Data Submission Request for this option.

- You can also contact your FITBIR Point of Contact for renewal and/or any questions regarding your privileges.

Important: If you are joining a new study as a current submitter of FITBIR, you must complete a new Data Submission Request form and upload the document to your FITBIR account.

3. To upload your document(s) to your account renewal, click the 'Add Files' button in the 'Request Account Renewal' chevron.

A new window will open with a drop-down menu and a button to select your document:

- Choose the appropriate file type from the drop-down
- Select and upload your document from your computer

Click 'Upload'. Once complete, you should see the document in the 'Existing Files' table in the 'Add Files' chevron.

4. Once your documents have been uploaded to your account, they will be reviewed by the Data Access and Quality Committee (DAQC). Please allow approximately 10-15 business days for the review and approval process. For any questions or updates regarding your account renewal, please reach out to FITBIR Operations at FITBIR-ops@mail.nih.gov.