1. Log into PACS Portal and select the IRB tab. You can create an RNI from a study workspace by clicking on the Report New Information button in the left hand navigation area.
2. Enter the required information marked with asterisks (*) on the first page of the SmartForm and click **Continue** from either the top right or bottom right of the page.

- Indicate which study this RNI is for by adding the study in the **Related studies and modifications**.
- Use this same activity to link multiple studies to one RNI submission, when appropriate.
3. You will now be viewing the workspace page and see a notation under Activity stating Reportable Information Opened. If you need to review or edit the RNI, click on Edit RNI under My Current Actions.

4. If you are ready to submit the RNI, click on Submit RNI in the left hand navigation. A pop up box will appear and if your submission is in order, it will direct you to click the OK button.

By clicking the "OK" button on this page you are verifying that:
- The information you have submitted is complete and correct to the best of your knowledge.
- The information you have submitted has been done so in accordance with requirements in the HRI-103 - Investigator Manual
5. You will now be directed back to the workspace where you will see a new message under Activity stating **RNI Submitted**. You may view the RNI by clicking on **View RNI** under **My Current Actions**.