**How to Submit a Closure Form**

1. Log into InfoEd and select the “My Items” tab.



1. Hover over the protocol number you wish to submit a closure for and move the mouse to “Create New” and then select “Closure”.



1. This creates a closure form in your protocol. You won’t see anything until you move your mouse up to view or edit, and there will be a closure above “Initial Application”



1. Now select this and add all latest approved versions of your documents, when the window opens as shown.





1. Once chosen, select upload.



1. Then when the system prompts you to close, select the close button to complete your upload.

After adding the closure form to your Closure submission, you may select submit.



1. It will notify you of the Route Path, please select “Submit” again.

