

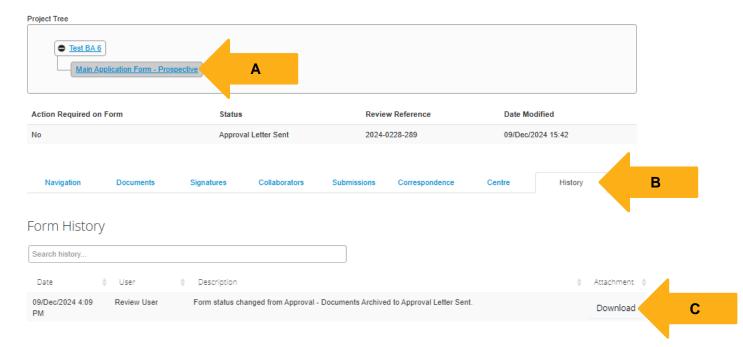


QuickGuide: Finding Approval Letters

This QuickGuide outlines steps for finding an approval letter in SHORES.

To find an approval letter:

- 1. Log in to SHORES https://apply.sinaihealthreb.ca
- 2. Click on the project title from the **Project Menu** in the **Work Area**.
- 3. Ensure the application form for which you wish to find your approval letter is highlighted, as illustrated below (A)
- 4. Click on the 'History' tab (B)
- 5. Find the approval notification in the form history and click 'Download' (C)



*NOTE: You can also search for "Approval Letter" in the History search bar to narrow your results.

Questions?

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SHORES (Applicant)

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