

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)

Project Tree

Test BA 6

Main Application Form - Prospective

A

Action Required on Form	Status	Review Reference	Date Modified
No	Approval Letter Sent	2024-0228-289	09/Dec/2024 15:42

Navigation Documents Signatures Collaborators Submissions Correspondence Centre

History

B

Form History

Date	User	Description	Attachment
09/Dec/2024 4:09 PM	Review User	Form status changed from Approval - Documents Archived to Approval Letter Sent.	Download

C

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

Questions?

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