

## Uploading password protected PDF documents in INSPIR

Password protected PDF documents cannot be uploaded in INSPIR anymore, this includes documents with Adobe e-signatures. There is a workaround where you can create a PDF printout of the restricted PDF document and attach it instead. Please note that PDF printouts are PDF images of the document and so the IRB will not be able to stamp it if needs to. If a PDF document needs to be stamped by the IRB, the unprotected PDF document should be uploaded.

If the protected PDF document will not be stamped by the IRB, here's the workaround to upload it to INSPIR:

### Using Windows operating systems:

- 1- Open the password-protected PDF document.
- 2- Click on "Print".
- 3- For printer, select "Microsoft Print to PDF" option in the dropdown list.
- 4- Save it to your Desktop (or somewhere you can locate it).
- 5- Upload this PDF printout to INSPIR. Printouts of PDF documents are not restricted, or password protected.

### Using Mac's OS operating systems:

- 1- Open the password-protected PDF document.
- 2- Choose File > Print. Click the PDF button, or click the down arrow to open the PDF pop-up menu, then choose "Save as PDF".
- 3- Save it to your Desktop (or somewhere you can locate it).
- 4- Upload this PDF printout to INSPIR. Printouts of PDF documents are not restricted, or password protected.