

QUICK SHEET – WITHDRAW APPLICATION IN eREB

This QuickSheet describes how to withdraw an application form in eREB.

Logging In

There are three easy ways to access eREB:

1. By typing <https://onlinesubmission.hireb.ca/> into the search bar of the browser (do not use Internet Explorer)
2. By clicking the 'eREB Applicant Login' button on the top right corner of the Hireb.ca website
3. Via the Citrix desktop "HiREB Electronic Submission" icon (HHS users)

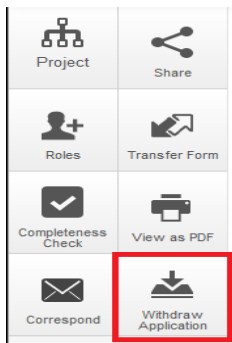
This will take you to the log in page. Once there, enter the username and password associated with your account.

Send the withdrawal request

1. From the Work Area, click on the applicable project.

If you are withdrawing a sub-form (e.g. amendment, annual renewal, etc.), please be sure to select the sub-form in the Project Tree.

2. Click on the Withdraw Application tile on the left hand side.



3. Provide the reason for withdrawal in the Timeline Notes box and click on the green Withdraw Application button. Please ensure you provided a detailed reason for the withdrawal.



HiREB will review the withdrawal request once the request is submitted (the form will not automatically withdraw). We will follow-up with you should there be any questions. When we have accepted the withdrawal request, an automated email will be sent and the Status of the form on your end will change to Withdrawn by Applicant.

Questions?

Should you have any questions or require further assistance, please contact Mirela Lukac, the eREB Helpdesk Administrator: 905 521-2100, ext 70014 or eREBhelpdesk@hhsc.ca.