

QuickGuide: How to Find an Approval Letter

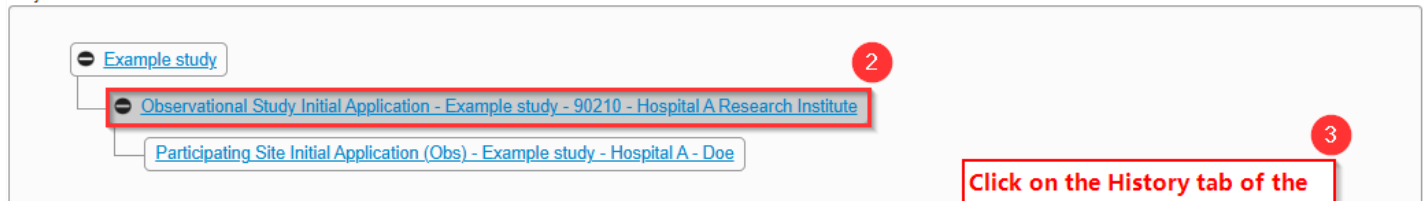
To find an approval letter (this process is the same any type of REB letters):

1. [Login](#) to your Stream account and select the project containing the application form you want to download the approval letter for from your Work Area.
2. Click on the application you want to view the REB letter for in the project tree (the form will become highlighted in grey).
3. Click on the History tab for the form.
4. Find the approval notification in the form history and click 'Download' to download the letter in PDF format.

Tip: Search for "Approved" in the search bar to narrow down your search results.

Example study

Project Tree



Action Required on Form	Status	Review Reference	Date Modified
No	Approval Letter Sent	4612-OSIA-Feb/2025-89476	25/Feb/2025 17:39

Navigation Documents Signatures Collaborators Submissions Correspondence Site History

Form History

Search history...

Date	User	Description	Attachment
10:03 AM	Review User	Notification received: The initial study-wide application has been approved (see letter)..	Download
28/Feb/2025 4:15 PM	Mr. Scott Tomlinson	 all permissions were removed	Download
28/Feb/2025 4:15 PM	Mr. Scott Tomlinson	 all permissions were removed	Download

Note: If you are using Google Chrome, the letter will open directly in your browser via the built-in PDF viewer. For other browsers, the PDF will download to your Downloads folder (or wherever your browser is configured to save downloads).

Questions? [Click here](#) to submit a support ticket