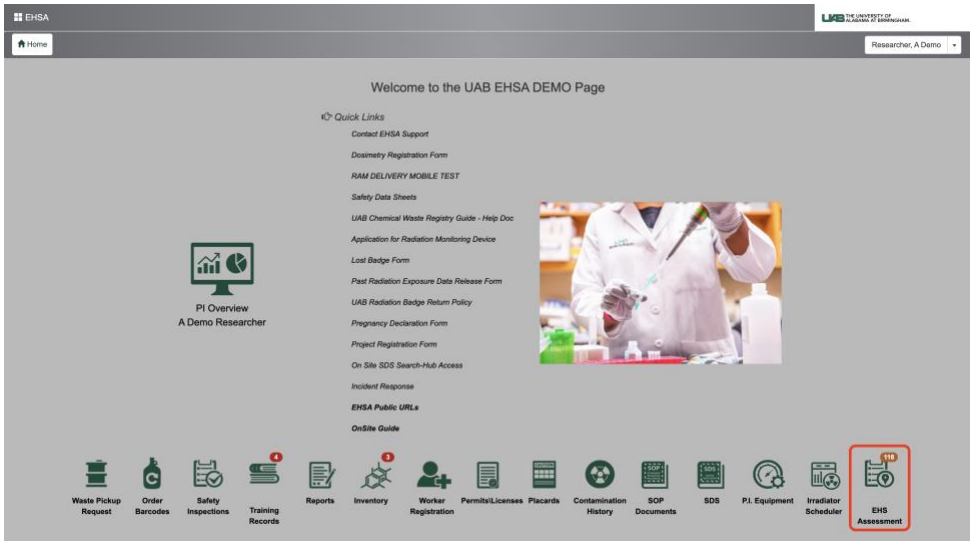
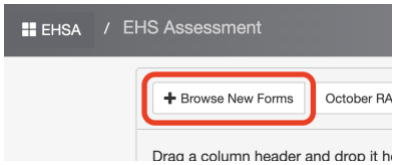
Completing the PSDS Form Renewal

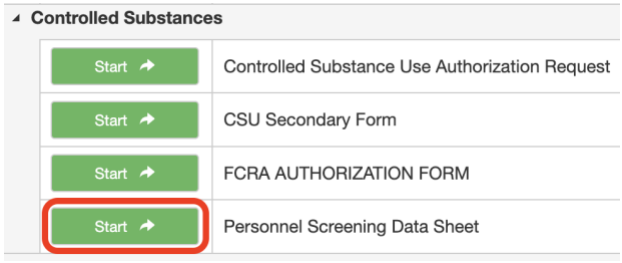
1. Login to EHSA: https://ehsa.fab.uab.edu/ehsa
2. Click **EHS Assessment** (right bottom corner) on the EHSA home page.



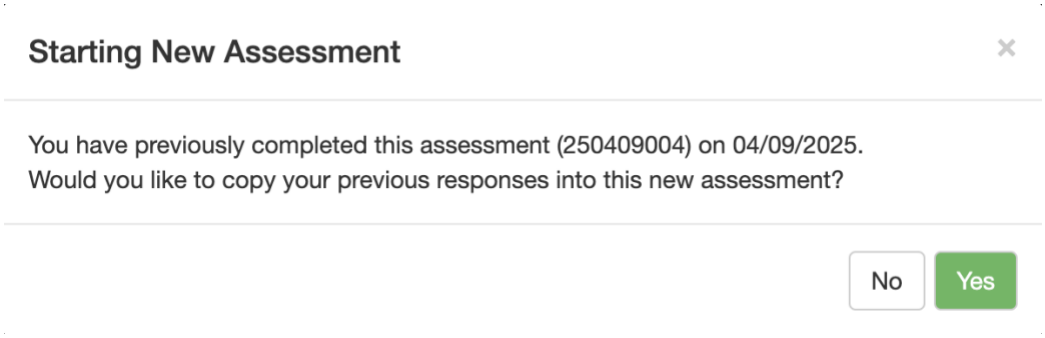
3. Click **Browse New Forms** (top left corner)



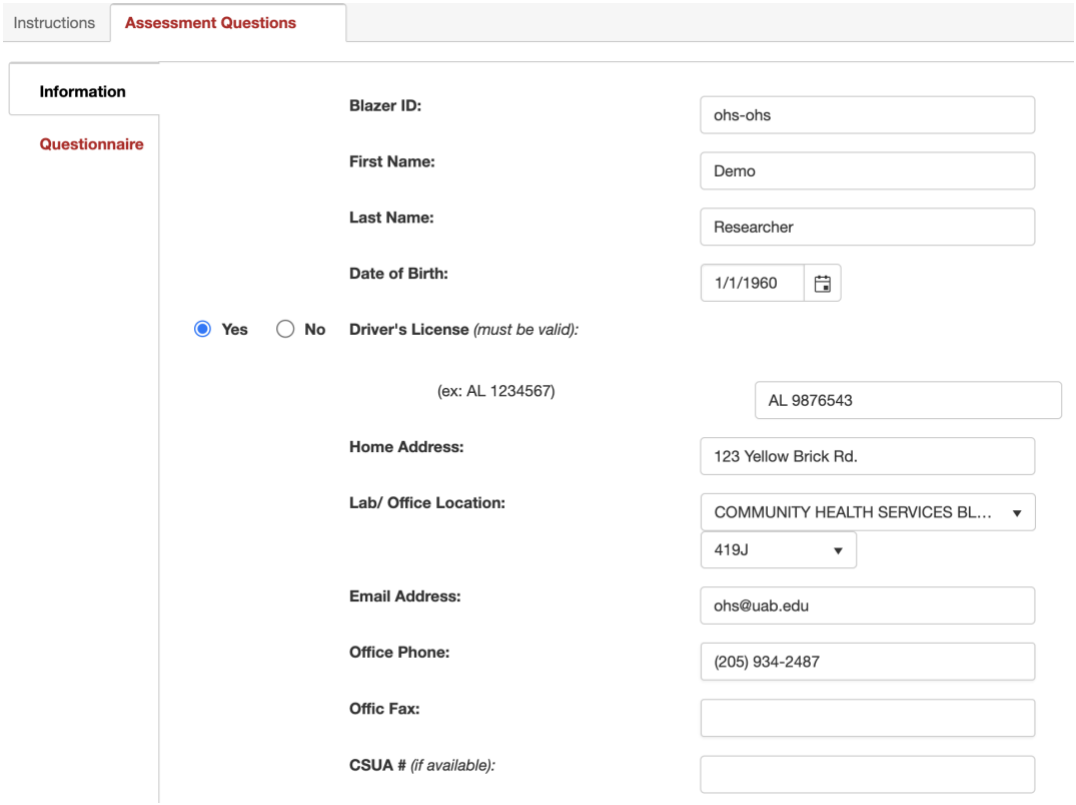
4. Click **Start** next to **Personnel Screening Data Sheet**



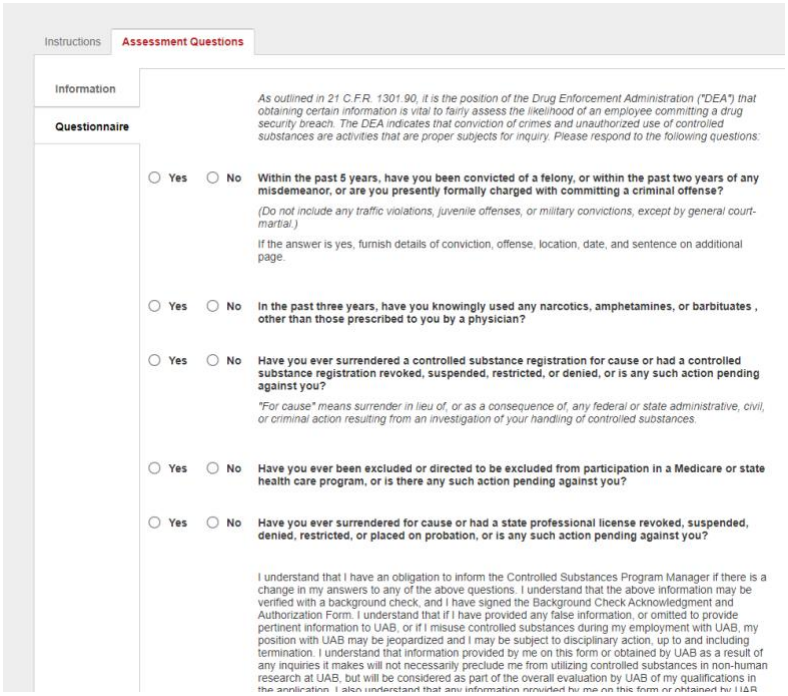
5. Click the green **Yes** button to import your responses from your previous PSDS.



6. An assessment tab opens. Click on the **Assessment Questions** tab at the top. Review and update information as needed.



7. Click **Next** at the bottom to navigate to the Questionnaire tab.
   Review and update all questions as needed.



8. After answering all questions, click **Sign** to add your information to the signature line.

9. Click **Save as Complete** to submit the form >
   click **Yes** when asked if you would like to proceed.

10. Click **OK** in the resulting notification window.