

## Accessing Gilead OPTICS

This document covers how to do the following in Gilead OPTICS:

- Create a new account (Steps 1-3)
- Accessing the portal (Step 4)
- Grant access to your staff (Step 5)

Step	Description
1	Create a New Account
	If it is your first time using <u>Gilead OPTICS</u> you need to register and create a new account.
	Select "Create a New Account."
	GILEAD OPTICS
	Password
	Remember me
	Forgot your password? SIGN IN Create a New Account



## Accessing Gilead OPTICS

Step	Description
2	Complete the Registration Form: fill in all required fields marked with an asterisk (*).
	Create a New Account
	*First name
	*Last name
	*Email address
	Please be aware that by creating an account Gilead Sciences (the controller) will collect personal data from you as part of your registration. We use this data to register you for an account and, if you decide to submit a research proposal, review your proposal, and will share your personal data with third parties (such as other Gilead affiliates) for this purpose as well as with our vendors and suppliers (who are bound by obligations of confidentiality). We will not use your personal data for marketing purposes.
	We process any personal data you provide to us for our legitimate business interest in supporting research proposals. We will only store personal data for as long as it is needed to fulfill the purposes for which it was collected and to fulfill our regulatory requirements as well as for financial reporting and legal or pharmaceutical industry requirements on transparency subject to applicable data retention periods imposed upon us by applicable law, after which it will be deleted.
	If you are in the EU, you have certain legal rights in relation to the personal data we hold about you, such as access to personal data we hold on you, correction and deletion, and you can exercise your rights by contacting us (and our DPO) at privacy@gllead.com. For further information about how we handle personal data, please visit https://www.gllead.com/privacy- statements.
	I'm not a robot
	SUBMIT
	Note: The email address will be your Gilead OPTICS username.
3	After submission, the system will confirm your request, and you will receive an email
	with your <b>username</b> and <b>temporary password</b> .
	GILEAD
	Creating Possible
	Thank you. Your details are being processed.
	Please check your email shortly for your username and temporary password.
	You will be asked to select a new password when you log in.
	Note: Check your Spam folder in your inbox in case the email was filtered there.



## Accessing Gilead OPTICS

Step	Description
4	Accessing the Portal
	To access Gilead OPTICS, enter your username and password.
	You can select " <b>Remember me</b> " during login to save your information for future sessions.
	If you forget your password, select "Forgot your password?" and follow the instructions.
	Image: Content of the content of th
	Back to sign-in page SEND EMAIL
	Directions for resetting your password will be emailed to you.
	Note: Check your Spam folder in your inbox in case the email was filtered there.



GILEAD OPTICS ONLINE PORTAL FOR ISR & COLLABORATIVE STUDIES

Step	Description
5	Grant Access to Your Staff
	If you need to provide <u>Gilead OPTICS</u> access to your staff to assist you on your application, you will need to add their email address(es) <u>before</u> submission.
	Both Letter of Interest (LOI) and Proposal forms ask: "Does anyone else in your organization need access to this submission?".
	Select " <b>Yes</b> " and enter the email address(es) of the assisting staff. Click " <b>Add Email id(s)</b> " to include multiple users.
	Does anyone else in your organization need access to this submission? * <ul> <li>Yes <ul> <li>No</li> </ul> </li> </ul>
	Please provide their email id(s) *
	Email
	×
	• Add Email Ids
	Note: Only the Principal Investigator has the ability to submit the LOI or Proposal.
	Supporting staff will have editing access but cannot submit the application.