# How to Download and Save your completed HREA

Once you have completed your HREA and have clicked 'Generate your HREA Document', a pop up window will appear with options to save your application. If you do not save your HREA at this time you can return to the Applications Tab to download and save your completed HREA to your computer by following the below steps.

1. Log into the HREA at https://hrea.gov.au
2. Click on the Applications Tab.
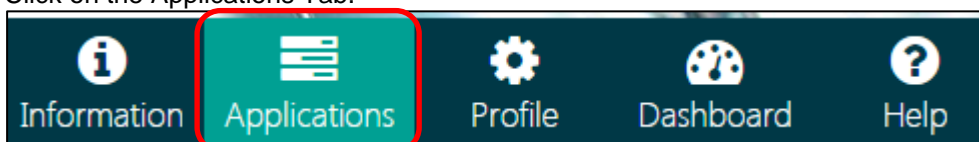
3. Find the application you just completed. Its status will be 'Submitted'.

4. Click on the 'Options' button next to your application.

Click on the 'Download application attachments' button.

This will open a new window with options to download your application.

Application attachments download

You MUST download and save your application zip file(s) and '.omni' file to your computer. Submitted HREA data is removed from the system 90 days after an application is submitted.

All application forms and attachments (.zip)
- Click on the hyperlink above to download the zip file. This file contains your completed HREA and all attachments/supporting documentation. The documents in this file can be provided to ethics committees.

Tracked changes: .pdf ({1})
This file was generated because this application is a resubmission of a previous application. This file is appropriate to supply to a HREC to help demonstrate areas of change between the submissions of your application.

HREA system data file (.omni)
- Click on the hyperlink above to download the omni file. This is a HREA system data file that contains your application and all associated attachments. It is used to re-upload you application into the HREA system at a later time.

✖ Close

5. Click on the **'All application forms and attachments (.zip)'** hyperlink and save the file to your computer. This will download a zip file to your computer that contains your completed HREA as .pdf and all the application attachments. NB: the **'track changes:.pdf'** hyperlink will only be available if you are using a subsequent version of your HREA (e.g. version 2).

6. Click on the **'HREA system data file (.omni)'** hyperlink and save the file to your computer. This will download an .omni file to your computer. This .omni file is the unique file format used by the HREA system and can only be opened in the HREA. You can upload this file into the HREA to revise and resubmit a previously submitted application (see Section 2.3.2 of the HREA How to Guide).

You must download both the .omni file and the .zip file/s and keep them in a safe place. Submitted application data is removed from the HREA system after 90 days. You must ensure you have all the files you need before moving from this page.

For technical assistance using the HREA contact the HREA Help Team at help@hrea.gov.au or 1800 500 983 (international callers: +61 2 6217 9451). Monday to Friday 09:00 a.m. to 05:00 p.m. AEST/AEDT, excluding public holidays and ACT public holidays.