APPLICABLE TO:

- ● Administrators
- ● Room Managers
- ● Editors
- ○ Readers

- ● eTMF
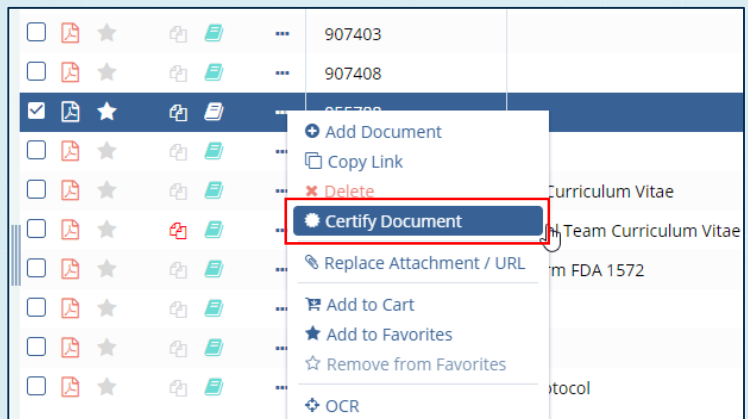- ○ Study Start-Up
- ○ myTI

1. Navigate to the Documents module within the eTMF, and select **Submission** from the drop down arrow in the Index Pane.
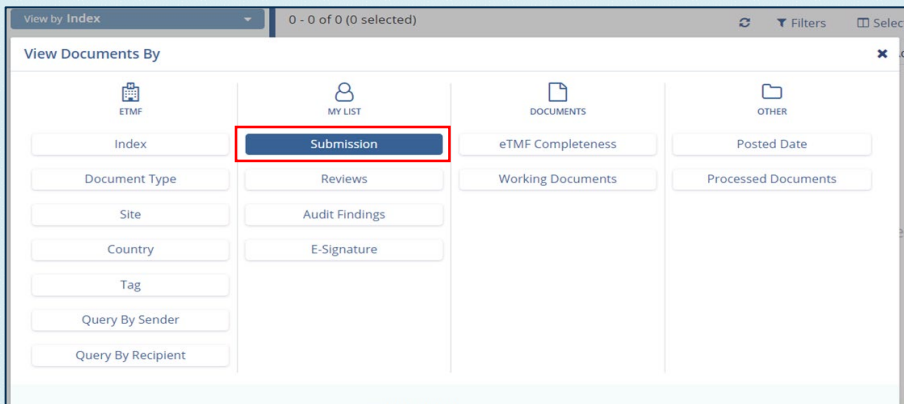
2. Select the document in which you wish to certify by checking the box on the left of the document type icon.
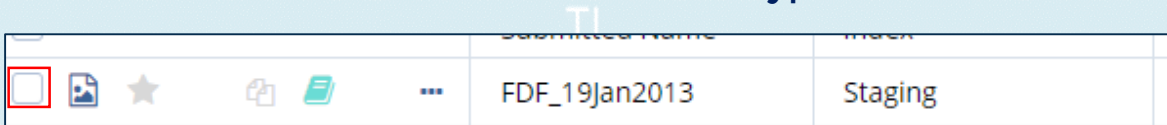
3. Right click on an item to open the document action menu, and choose **Certify Document.**

Certify Document ✕

PLEASE CONFIRM THAT YOU'VE VERIFIED ALL OF THE ITEMS

- I confirm the image(s) are an exact copy of the original document
- Prior to scanning I removed all wallets/staples/binding/paperclips
- All pages were scanned and are present in the correct sequence and orientation
- No headers, footers, or corners of the pages and document are cut off
- Nothing in blocking document content, such as bent corners
- The scanned pages are clear and the content, signature(s) and all text is legible
- The scanned copies reflect all and any attributes of the paper document that are in color which are critical to the interpretation of the content in the document
- No content from the original document was removed such as the fax header information

Cancel   **Finish**

4. Be sure to verify all of the items listed then click Finish.

Please Provide Your Credentials ✕

Certified copy reason
Contents Verified

Username *
[   ]

Password *
[   ]

Cancel   OK

5. To complete the certification, enter your login credentials (username and password) then click OK.

Certified documents are indicated in the Grid by the green circle next to the file-type icon.

| | *upload\Editor 102 | TrialTeamCV_Dr B. CV_17Sep2020 | Dr. B-CV | 17 Sep 20... |