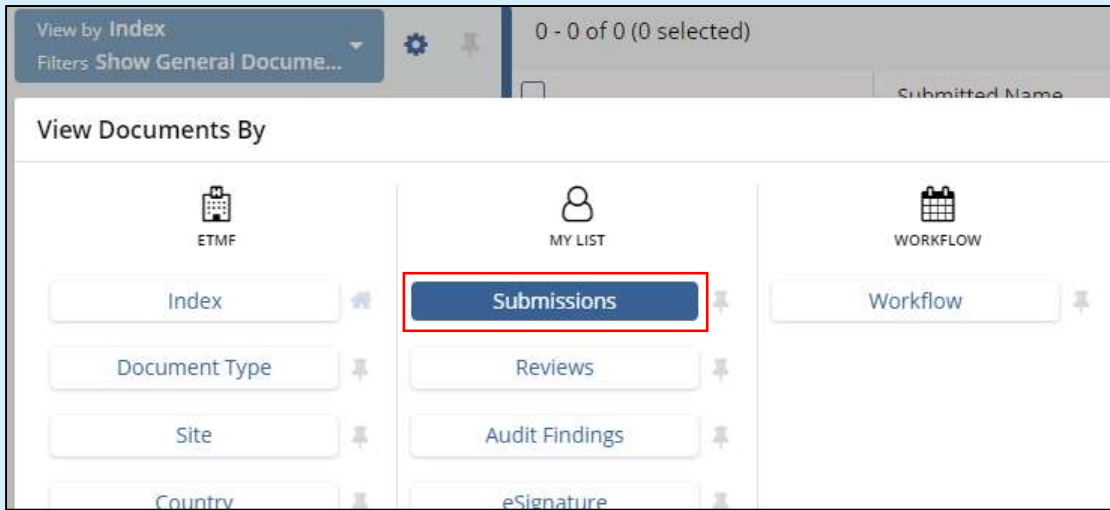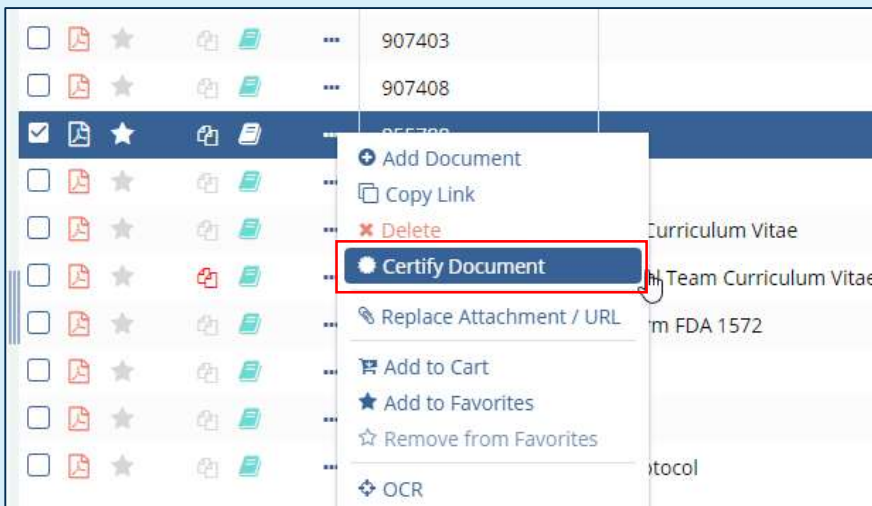**APPLICABLE TO:**

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

- ● eTMF
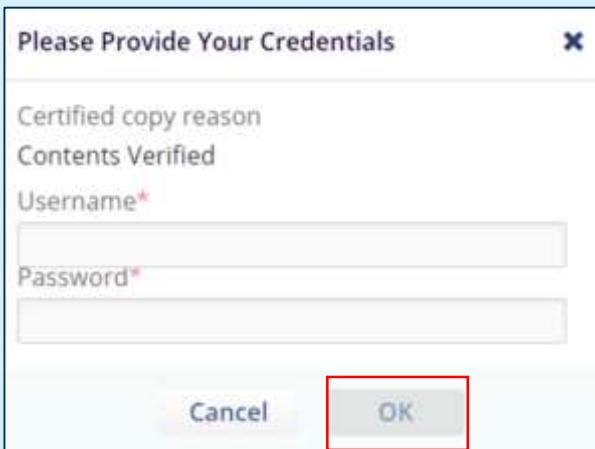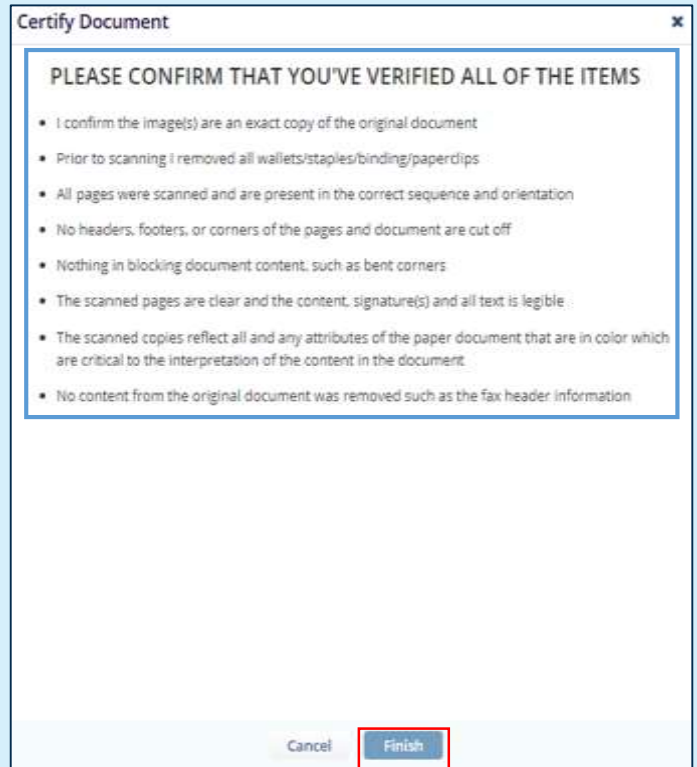- ○ Study Start-Up
- ○ myTI

1. Navigate to the Documents module within the eTMF, and select **Submission** from the drop down arrow in the Index Pane.

2. Right click on an item or click on the three-dots icon to open the document action menu, and choose **Certify Document**.

3. Be sure to verify all of the items on the checklist, then click **Finish.**

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PLEASE CONFIRM THAT YOU'VE VERIFIED ALL OF THE ITEMS

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- 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
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TrialTeamCV_Dr B. CV_17Sep2020