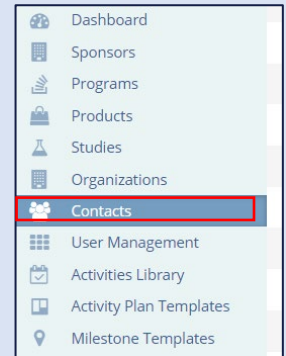


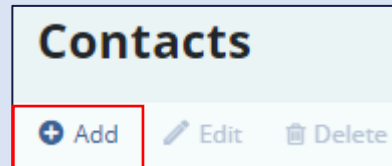
APPLICABLE TO:

- Company Administrator
- Study Manager
- CRA
- CTMS

1. Log into the CTMS and click on **Contacts** from the menu on the left.



2. Click **Add**.



The 'Create Contact' form with the following sections:

- General Information:** Fields for Prefix, First Name*, Middle Name, Last Name*, and Suffix.
- Job Title (dropdown menu).
- Email Address* and Status* (set to 'Active').
- Phone Numbers:** An 'Add' button.
- Include Address (toggle switch).

 At the bottom, there are three buttons: Cancel, **Create and Add Another** (highlighted with a red box), and Create.

3. Enter Contact details, then click **Create** when finished, or **Create and Add Another** to add an additional contact.