

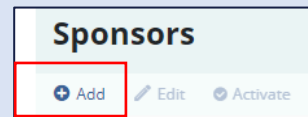
APPLICABLE TO:

- Company Administrator
- CTMS
- Study Manager
- CRA

1. Log into the CTMS and click on **Sponsors** on the left.



2. Click **Add**.



3. Fill out required information, then click **Create**, or **Create and Add Another** to add an additional new Sponsor.

A screenshot of the "Create Sponsor" form. The form has several sections: "General Information" with fields for Name*, Number*, Parent (dropdown), Type* (dropdown with "Sponsor" selected), Subtype (dropdown), and Status* (dropdown with "Active" selected). Below this is a "Primary Contact" field with a user icon. The "Phone Numbers" section has an "Add" button. The "Notes" section has a rich text editor with icons for bold, italic, underline, and link. At the bottom, there are three buttons: "Cancel", "Create and Add Another" (highlighted with a red box), and "Create".