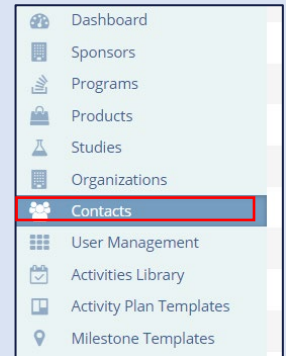
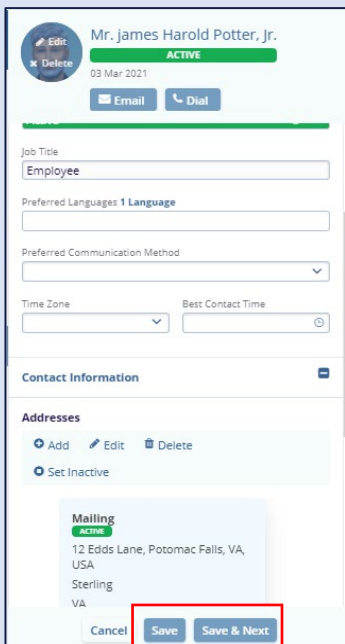
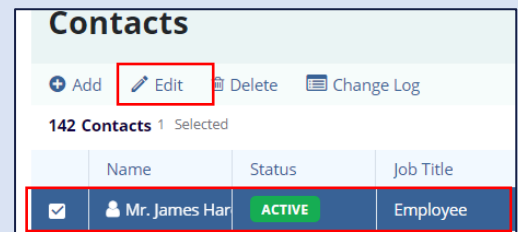


- APPLICABLE TO:
- Company Administrator
 - Study Manager
 - CRA
 - CTMS

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



2. Select a Contact, then click **Edit**.



3. Make necessary edits, then click **Save** when finished, or **Save & Next** to edit another contact.