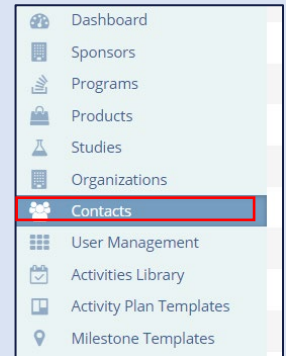


APPLICABLE TO:

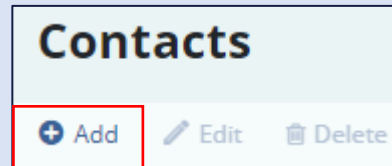
- Company Administrator
- Study Manager
- CRA

Note: This process may be carried out from multiple locations (Global Contacts, Organization Contacts, Study Contacts, etc.) but the process remains the same.

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



2. Click **Add**.

A screenshot of the 'Create Contact' form. The form is titled 'Create Contact' and has a close button. It is divided into sections: 'General Information' with fields for Prefix, First Name*, Middle Name, Last Name*, and Suffix; Job Title; Email Address* and Status* (set to Active); 'Phone Numbers' with an 'Add' button; and an 'Include Address' toggle. At the bottom, there are three buttons: 'Cancel', 'Create and Add Another' (highlighted with a red box), and 'Create'.

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