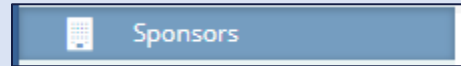
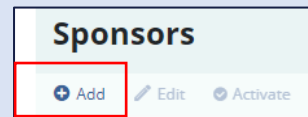


- APPLICABLE TO:
- Company Administrator
 - CTMS
 - Study Manager
 - CRA

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



2. Click **Add**.



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

A screenshot of the "Create Sponsor" form. It 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".

Note: Sponsors are a type of Organization. These steps can also be carried out using the job aid "How to Create an Organization" with the caveat that the user will have to specify 'Sponsor' as the type of organization.