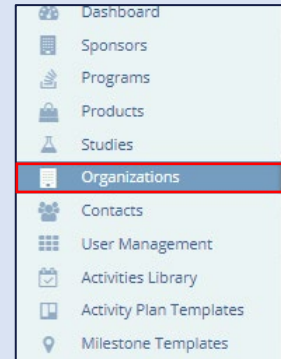


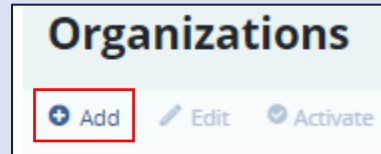
APPLICABLE TO:

- Company Administrator
- Study Manager
- CRA
- CTMS

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



2. Click **Add**.

A screenshot of the 'Create Organization' form. The form has several sections: 'General Information' with fields for Name\*, Number\*, Parent, Type\*, Subtype, and Status\* (set to Active); 'Primary Contact' with a user selection dropdown; 'Phone Numbers' with an 'Add' button; 'Notes' with a rich text editor; 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 organization details, then click **Create** when finished, or **Create and Add Another** to add an additional Organization.