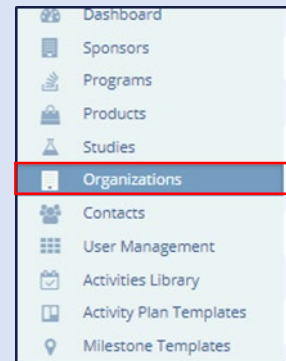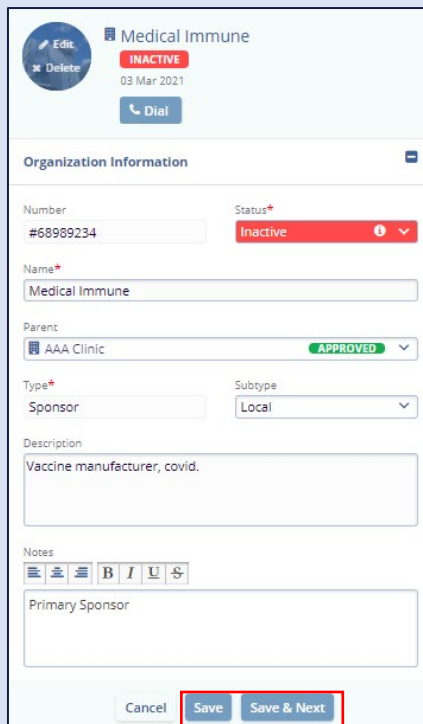**T R I A L INTERACTIVE**

APPLICABLE TO:

● Company Administrator　　● CTMS

● Study Manager

○ CRA

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

2. Select an Organization, then click **Edit**.
   - Alternately, click on the name of the organization to be taken to the organization's page and edit from there.
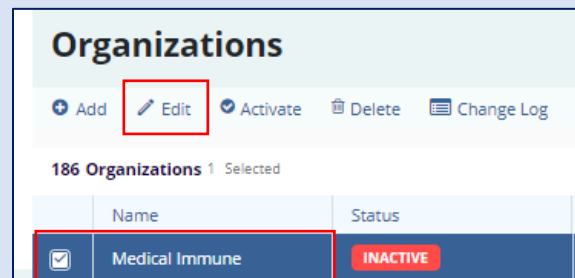
3. Make necessary edits, then click **Save** when finished, or **Save & Next** to edit another Organization.