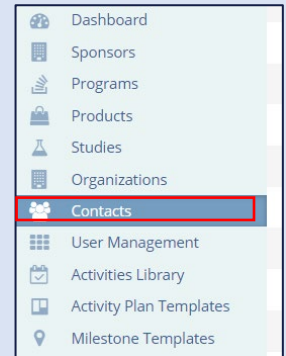


APPLICABLE TO:

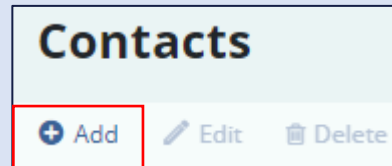
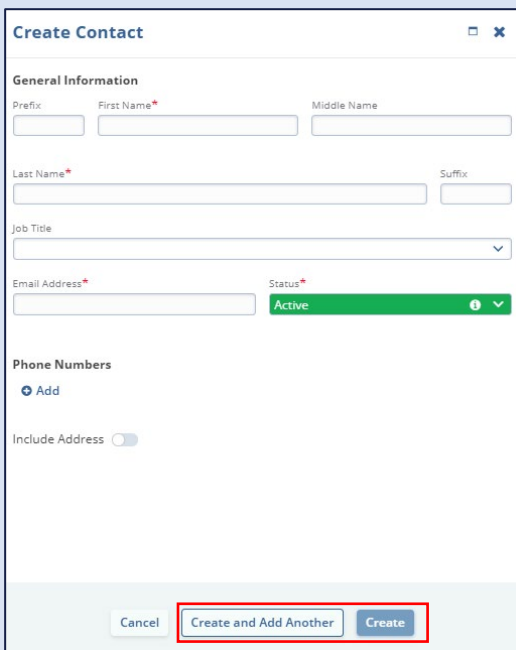
- Company Administrator
- Study Manager
- CRA
- CTMS

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**.

Create Contact

General Information

Prefix First Name* Middle Name

Last Name* Suffix

Job Title

Email Address* Status* Active

Phone Numbers

+ Add

Include Address

Cancel Create and Add Another Create

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