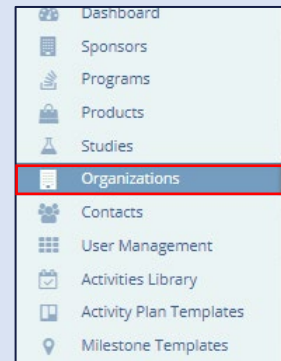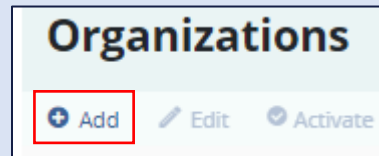**APPLICABLE TO:**

- ● Company Administrator
- ● Study Manager
- ○ CRA
- ● CTMS

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

2. Click **Add**.

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