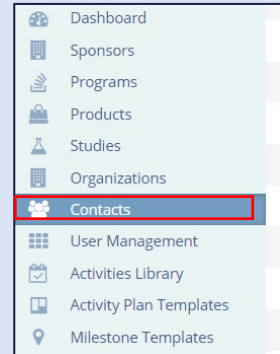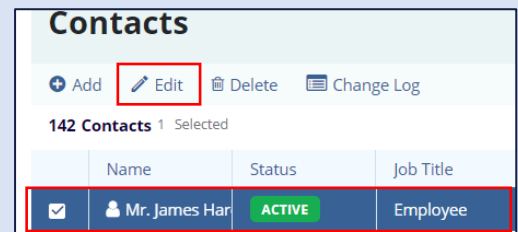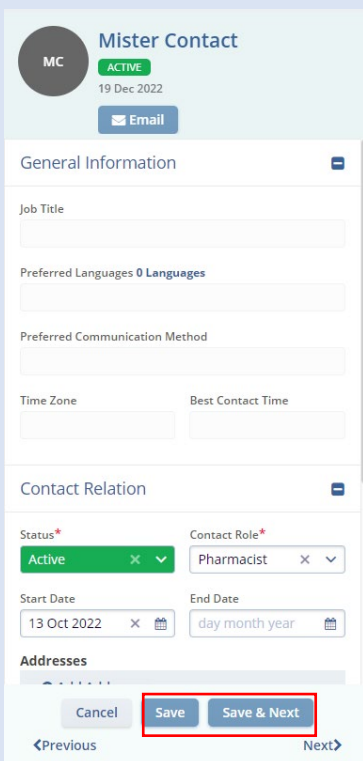**TRIAL INTERACTIVE**

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

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, navigate to the appropriate entity (Organization, site, etc.) and click on **Contacts** from the menu on the left.

2. Select a Contact, then click **Edit**.

3. Make any necessary changes, then click **Save** when finished, or **Save & Next** to edit another contact.

TRANSPERFECT