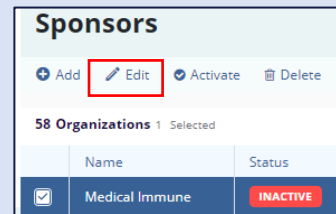**TRIAL INTERACTIVE**

**APPLICABLE TO:**

● Company Administrator    ● CTMS

● Study Manager

○ CRA

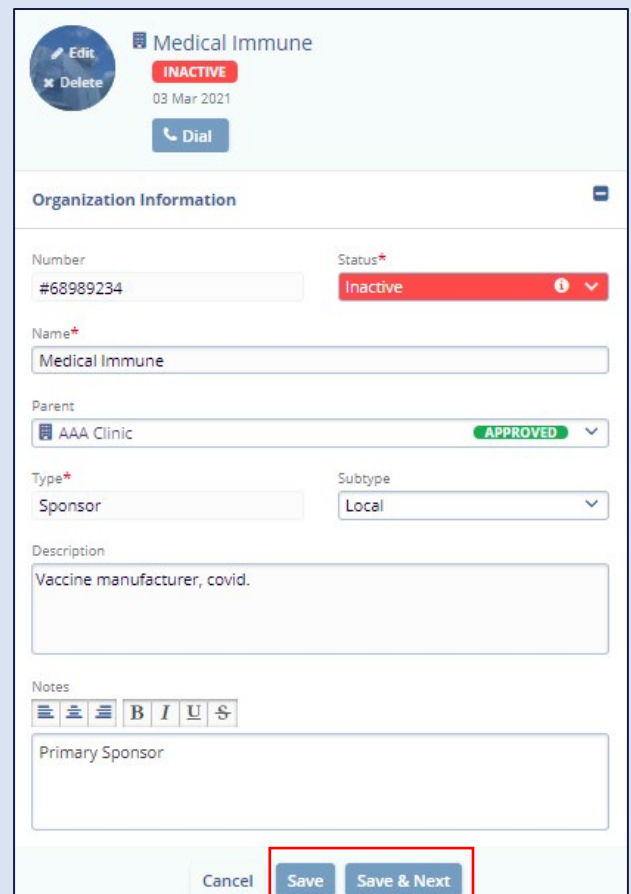1. Log into the CTMS and click on **Sponsors** on the left.



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

   - Alternately, you could click on the name of the sponsor to be taken to the sponsor's page and then click **Edit** to edit there instead.

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