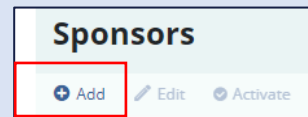


- APPLICABLE TO:
- Company Administrator
  - Study Manager
  - CRA
  - CTMS

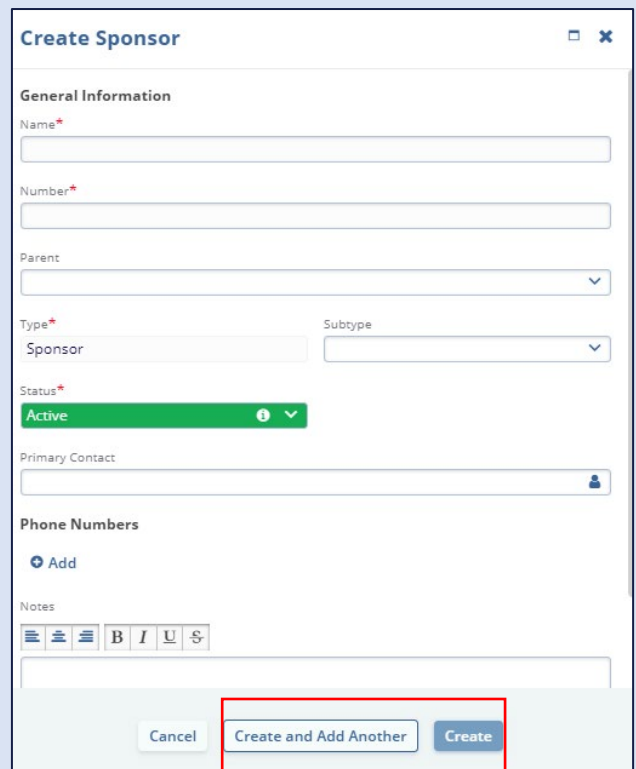
1. Log into the CTMS and click on **Sponsors** on the left.



2. Click **Add**.



3. Fill out the required information, then click **Create**, or **Create and Add Another** to add an additional new Sponsor.



**Note:** Sponsors are a type of Organization. These steps can also be carried out using the job aid “How to Create an Organization” with the caveat that the user will have to specify ‘Sponsor’ as the type of organization.