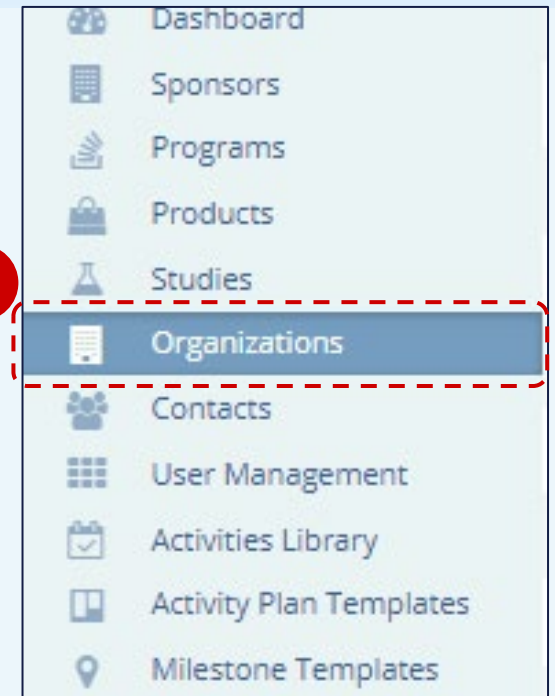
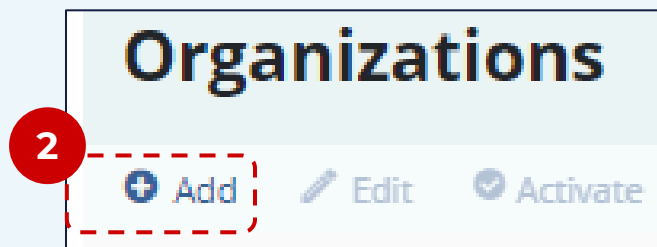


APPLICABLE TO:

- Company Admin
- Study Manager
- CRA

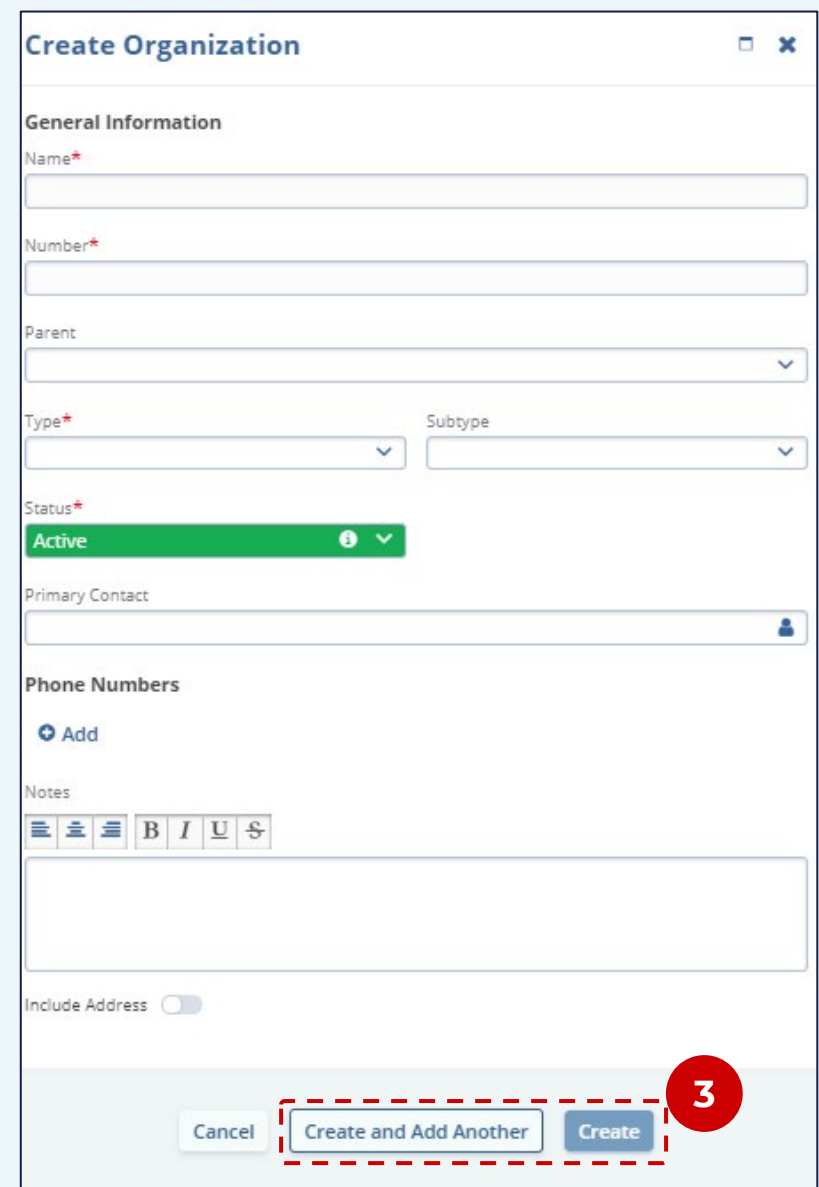
1 Log into the CTMS and click on **Organizations** from the menu on the left.

2 To add a new Organization, click **Add**.



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

Note: These instructions are the same for creating a Sponsor, which is a type of Organization. However, a Sponsor may also be created from the Sponsors area. Please see the associated job aid for additional information.



A screenshot of the 'Create Organization' form. The form has several sections: 'General Information' with fields for Name*, Number*, Parent, Type*, Subtype, and Status* (set to Active); 'Phone Numbers' with an 'Add' button; and 'Notes' with a rich text editor. At the bottom, there are three buttons: 'Cancel', 'Create and Add Another', and 'Create'. A red dashed box highlights the 'Create and Add Another' button, and a red circle with the number '3' is placed next to it.