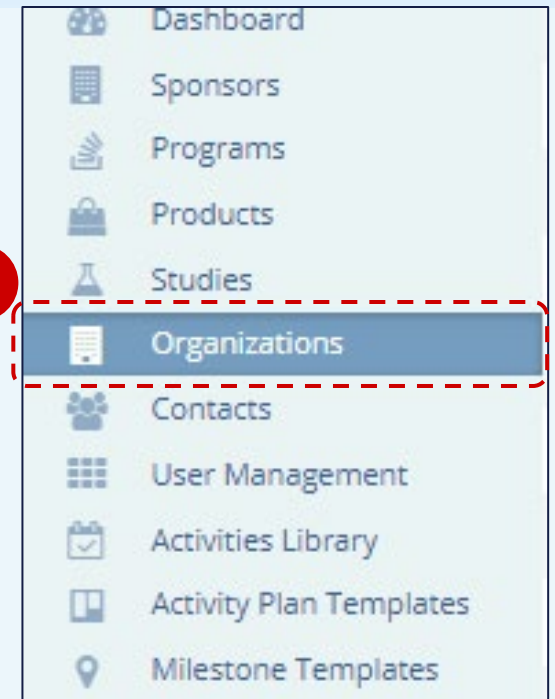


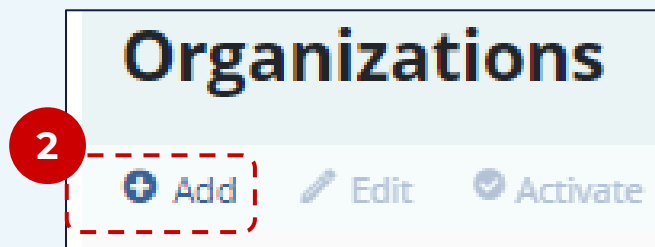
APPLICABLE TO:

- 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 (dropdown), Type* (dropdown), Subtype (dropdown), and Status* (dropdown with 'Active' selected); 'Primary Contact' (dropdown); 'Phone Numbers' with an 'Add' button; and 'Notes' with a rich text editor. At the bottom, there is an 'Include Address' toggle and three buttons: 'Cancel', 'Create and Add Another' (highlighted with a red dashed box and a red circle with the number 3), and 'Create'.