

How to Sign a Visit Report

CTMS version 2.1

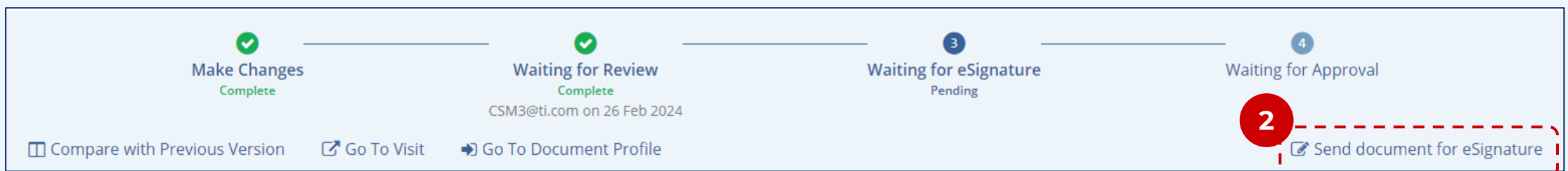
APPLICABLE TO:

- Company Admin
- Study Manager
- CRA

Note: This process may vary depending upon which electronic signature vendor is being used for your specific environment. However, the steps for sending the document for signature are broadly applicable across vendors.

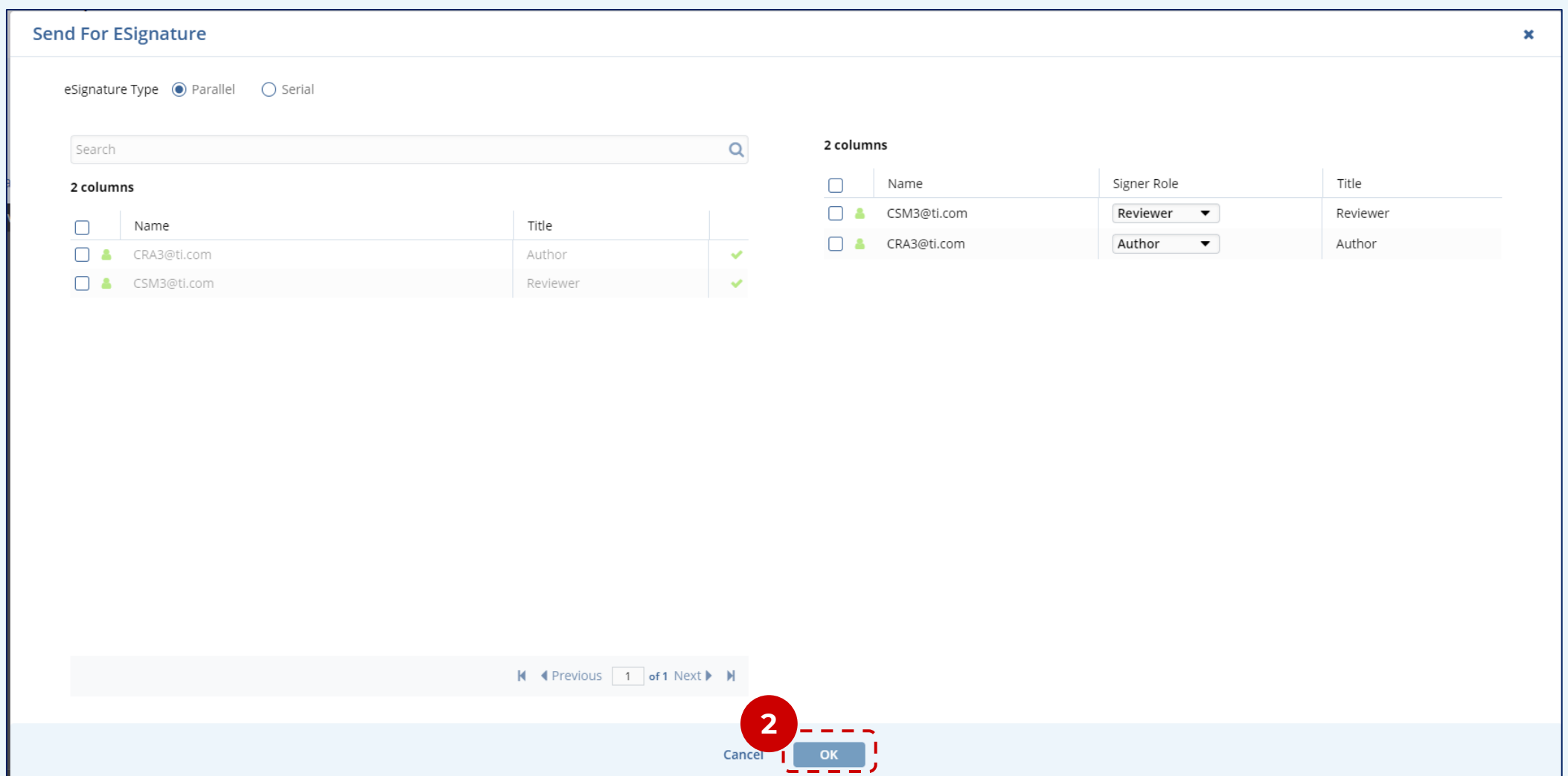
If you are signing a document that someone else has sent to you, skip to step 4.

1 Open the visit report.



2 Press **Send document for eSignature**.

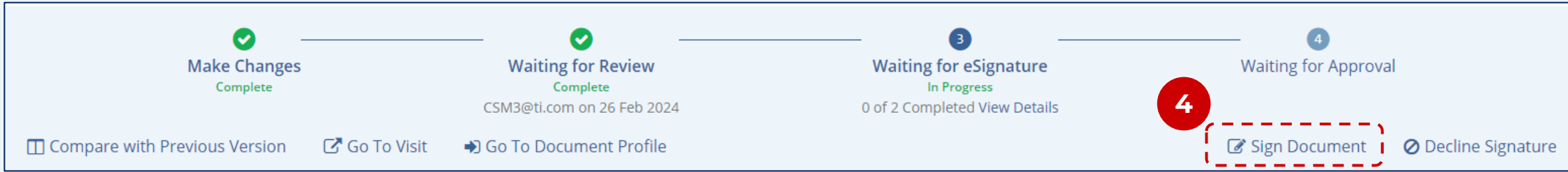
3 Ensure that all required signatories are added to the process by moving them to the right side of the window and press **OK**.



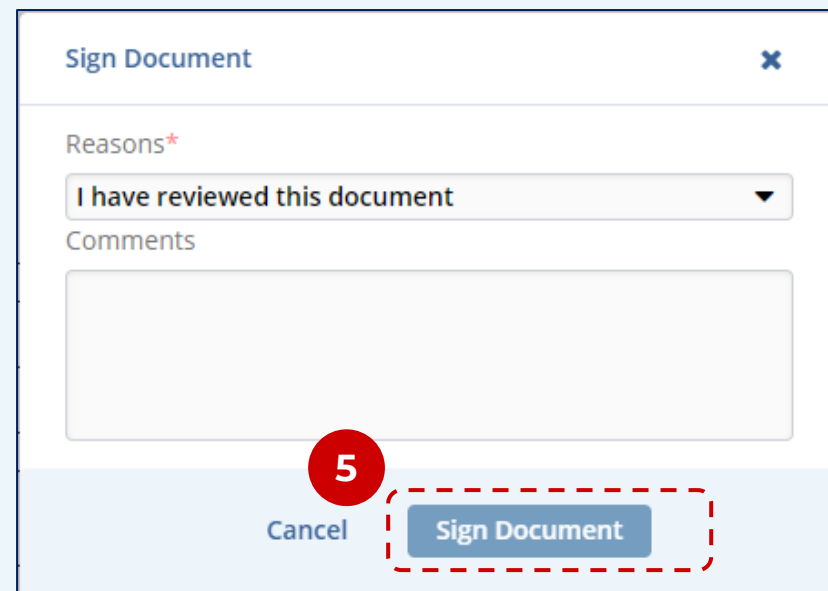
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4 Once the screen loads, press **Sign Document**.



5 Provide a reason for signing and press **Sign Document**.



6 Enter your system access credentials and press **OK** to complete the signature process.

