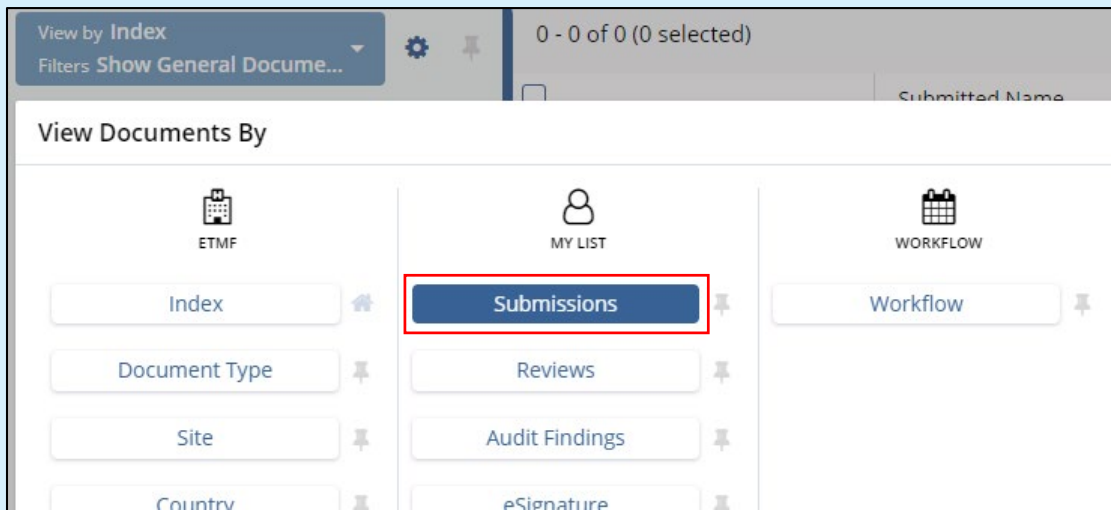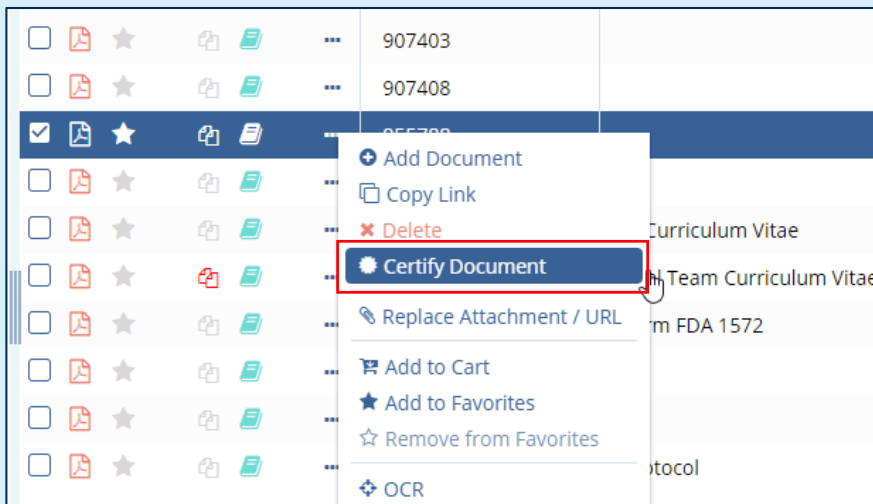**APPLICABLE TO:**

- ● Administrators
- ● Room Managers
- ● Editors
- ○ Readers

- ● eTMF
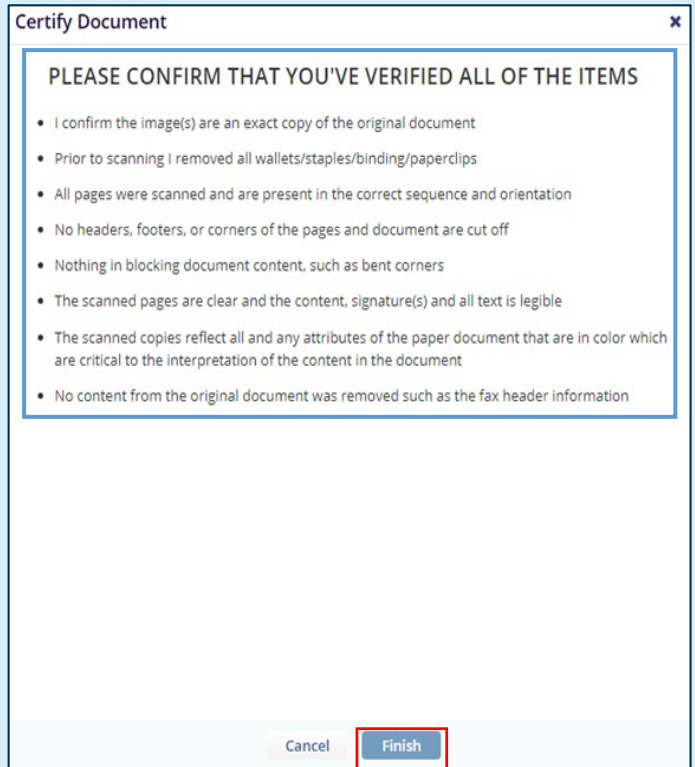- ○ Study Start-Up
- ○ myTI

1. Navigate to the Documents module within the eTMF, and select **Submission** from the drop down arrow in the Index Pane.

2. Right click on an item or click on the three-dots icon to open the document action menu, and choose **Certify Document**.

3. Be sure to verify all of the items on the checklist, then click Finish.
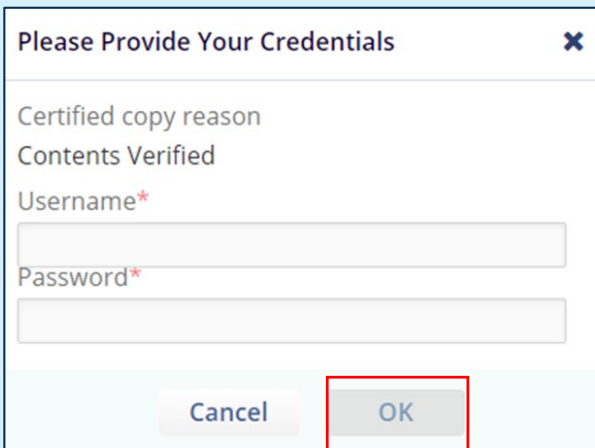
Certify Document ✕

PLEASE CONFIRM THAT YOU'VE VERIFIED ALL OF THE ITEMS

- I confirm the image(s) are an exact copy of the original document
- Prior to scanning I removed all wallets/staples/binding/paperclips
- All pages were scanned and are present in the correct sequence and orientation
- No headers, footers, or corners of the pages and document are cut off
- Nothing in blocking document content, such as bent corners
- The scanned pages are clear and the content, signature(s) and all text is legible
- The scanned copies reflect all and any attributes of the paper document that are in color which are critical to the interpretation of the content in the document
- No content from the original document was removed such as the fax header information

Cancel   Finish

Please Provide Your Credentials ✕

Certified copy reason
Contents Verified
Username*

Password*

Cancel   OK

4. To complete the certification, enter your login credentials (username and password) then click OK.

📝 **Certified documents are indicated in Grids by a green seal under the file-type icon.**

TrialTeamCV_Dr B. CV_17Sep2020