

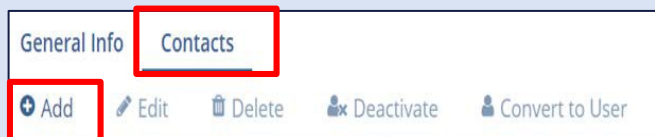
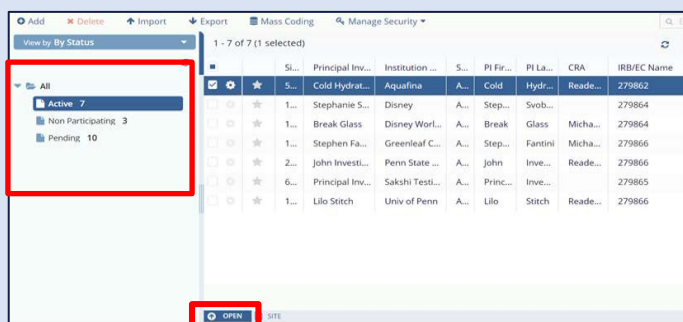
APPLICABLE TO:

- Administrators
- Editors
- Readers
- eTMF
- Study Start-Up
- myTI

1. Log into a room and navigate to the **Sites** module



2. Select the site to which you want to add contacts to from the folders on the left, then click **Open**.



3. Click **Contacts** then click **Add**

4. Fill in the required information.

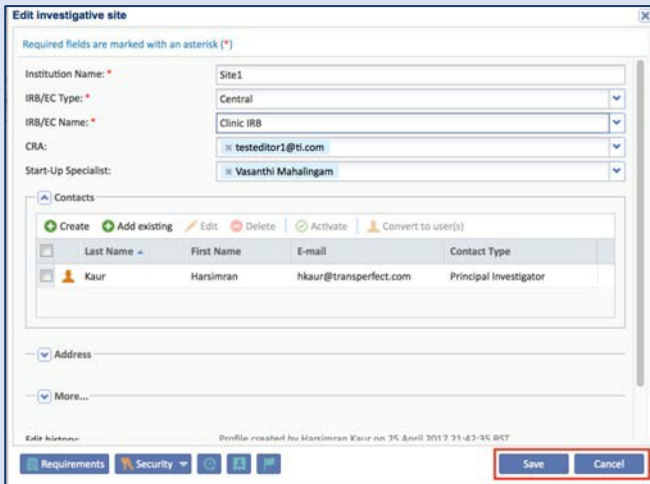
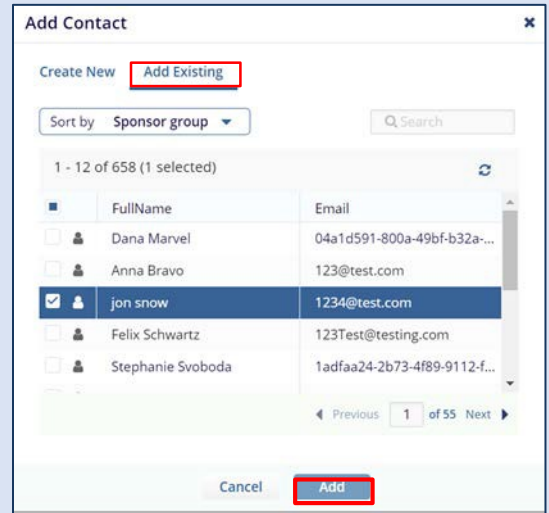
5a. Check **Provide Documents** if essential documents have been assigned to this Contact Type.

Click **Create** to save the new contact.

5b. To add previously created contacts, click **Add Existing**.

Select the contact from the Sponsor Group or Investigative Site Group.

Click **Add**.



6. When finished adding Contacts, click **Save**.