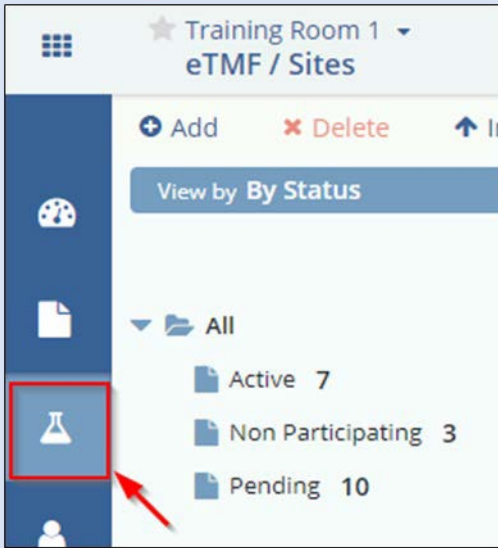


APPLICABLE TO:

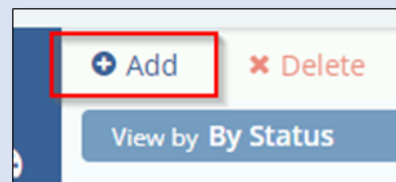
- Administrators
- Editors
- Readers

- eTMF
- Study Start-Up
- myTI



1. Navigate to the **eTMF** and select the **Sites** module.

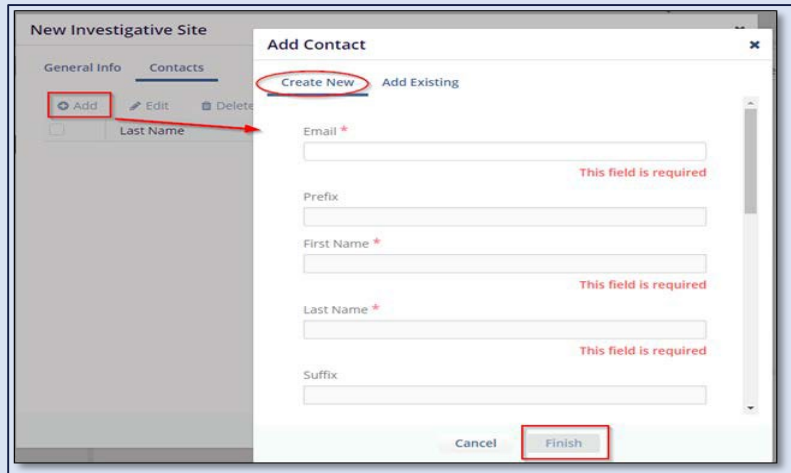
2. Click **Add** above the grid.



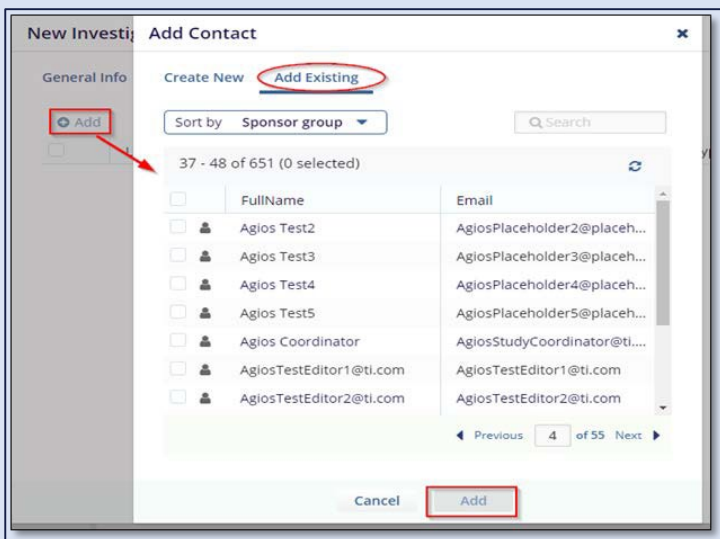
3. Complete the required fields for the **New Investigative Site**.

Site information fields can be added or modified later

4. A Principal Investigator must be added to create the site. Click **Add** in **Contacts** and choose **Create New** or **Add Existing**.



If creating a new contact, complete all required fields. Check **Provide Documents** if essential documents have been assigned to this Contact type. Click **Finish** when done.



5. Click **Add Existing** to add an existing contact. Select the contact and click **Finish**.

See related job aid: How to Assign Contacts to Sites.

6. The site will appear in the grid under **Pending**.

