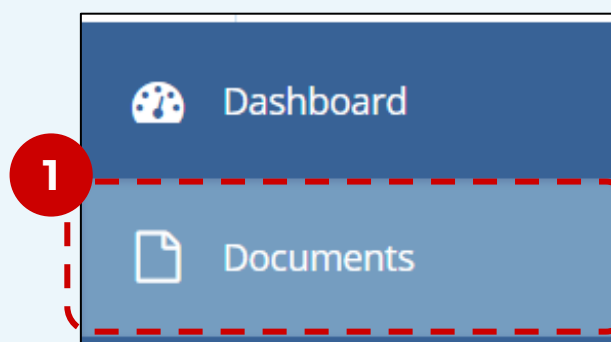


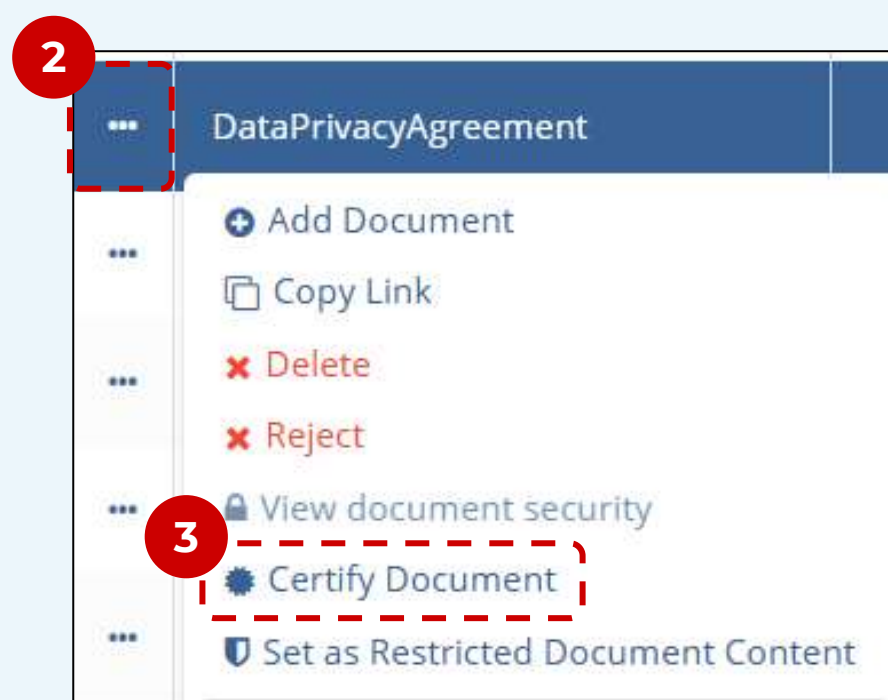
## APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader
- eTMF
- eISF

**1** Navigate to the **Documents** module.



**2** Identify the document to certify and open its Document Actions Menu.



**3** Click **Certify Document**.

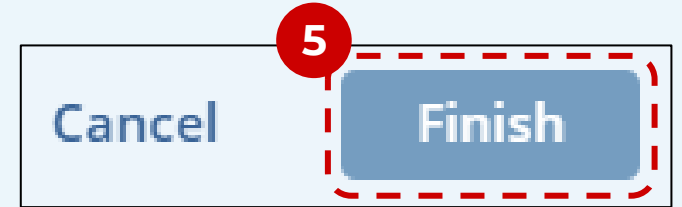
**4** Go through the checklist presented to you.

### 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 is 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

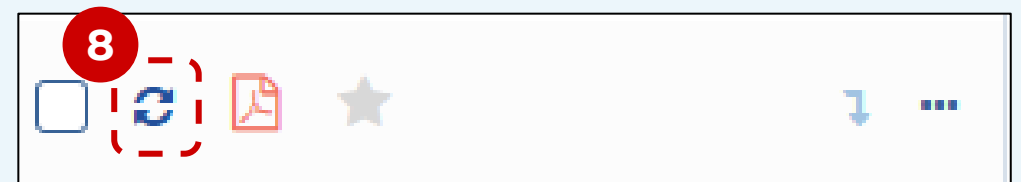
- 5 Once you're satisfied the checklist has been carried out accurately, at the bottom of the frame, click **Finish**. Cancel if you weren't able to confirm all of the list items.



- 6 A new window opens. Enter your **login credentials** to complete the certification process.



- 8 **Refresh** the documents list.



- 9 A **green star** marks certified documents.

