

# What Sites Can Expect With a Sponsor-Provided eISF

## Getting Started with eBinders

In your site feasibility questionnaire, you indicated interest in using eISF. The steps below will ensure you get timely access to your MSD provided eISF.

# 1

### Step 1: Notify Your CRA

Prior to site activation, inform your CRA that you would like to use Florence eBinders as your eISF.

- You must inform your CRA of this choice on a study-by-study basis.
- Your CRA will ensure your eISF is created in time for site activation.

# 2

### Step 2: Training

In order to get access to the eISF, training must be completed. You can access the role-specific course materials to be completed, [here](#). \*Note this training is a one-time requirement and does not need to be repeated for additional MSD studies. Training must be completed to get access.

# 3

### Step 3: First-time Login

After you've completed the training, you will be sent an invite to your Florence eISF for the specified study. As users are added to the system, they will get an invite to create their user name / password. If they are new users to Florence, they will need to register for an account following the email invitation instructions or by registering directly on the Florence login page [here](#).

# 4

### Step 4: Start Using Your eISF to File Documents

Now that your account has been set up for your study, it's time to start adding/reviewing/signing documents in the eISF. Within the study-specific eISF, you'll find 3 electronic binders already set up:

- **eISF:** this binder is prepopulated with folders and documents and provided to you prior to Site Ready. These mirror the same organization that you see in paper binders.
- **Blinded Source Binder (Optional):** this binder is empty; you can create the folder structure that best suits your subjects and visits. This binder is intended to be used for optional remote monitoring of Source documents where permitted.
- **Unblinded Source Binder (Optional):** this binder is empty and only provided for studies with an unblinded component.

## We hope you enjoy using Florence eISF to make your study document management easier!

- *For process questions or issues:* contact your CRA
- *For technical questions or issues:* Email [support@florencehc.com](mailto:support@florencehc.com) or visit the [Florence Help Desk](#) for live chat support and articles, videos, and user tips. You can also navigate to the Florence Help Desk by clicking "Need Help" when logged into Florence eBinders.