

What Sites Can Expect With a Sponsor-Provided eISF

Getting Started with eBinders

Your site has expressed interest in utilizing our sponsor-provided eISF. Follow the steps below to ensure you gain timely access.

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Step 1: Notify Your CRA

Prior to site creation, 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.

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Step 2: Training

To access the eISF, you must first complete the required training. Role-specific course materials are available via the link in your welcome email.

***Note:** This is a one-time requirement and does not need to be repeated for future studies with this sponsor. Training must be completed in SkillJar, a separate platform, before access is granted. Please ensure that the email address used in SkillJar matches the one you use to register your Florence account.

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Step 3: First-time Login

Once you've completed training and been provisioned, you will receive an invite to access your Florence eISF for the specified study will be sent to your email. The Site Admin will be responsible for adding additional site users (as needed) and the sponsor monitor to the system.

As new users are added, they will receive an invite to that study. If the user is new to Florence, they will need to register for an account by following the instructions in the email invitation or by registering directly on the Florence login page [here](#). If the user has already registered in Florence, they will log in using their existing username and login.

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Step 4: Start Using Your eISF to File Documents

Once your account is set up for your study, you can begin adding and reviewing documents within 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):** The binder is empty and will only be visible for unblinded roles in studies with unblinded component.
- **Sponsor Inbox:** Binder that allows sponsor users to provide documents directly in Florence after binder release.

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 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.