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| **SiteVault Training Email Template Instructions** |
| **Remove this table prior to sending****Purpose:** This memo is intended to be sent to sites who have indicated they are interested in SiteVault to invite them to complete training prior to study start. This memo can also be used to confirm if sites have signed up since the Startup Memo was sent. Sponsor/CRO customers are not responsible for answering SiteVault related questions from sites, Sponsor/CRO users should direct sites with questions for Veeva Site Support (sitevaultsupport@veeva.com). Sites with specific questions should be directed to the correct Sponsor/CRO contact.**Timepoint:** Prior to Site Selection**Role Responsible to Sending:** Veeva recommends this is the feasibility team as they usually have the first contact with sites to assess use of SiteVault |

Re: Study Name and Number

Dear Dr. Investigator Name or Site Contact,

Your site expressed interest in using [Veeva SiteVault](https://sites.veeva.com/products/sitevault-free/) for Study Name and Number and we sent you an email overview of Veeva SiteVault with resources to learn more and sign up. As we get closer to site selection\*, we would like to encourage your team to sign up for free training sessions. Here is a checklist of things you can do now:

|  |  |
| --- | --- |
| **What do I need to do now?** | * Complete the [sign up](https://sites.veeva.com/sitevault-free-sign-up/) for Veeva SiteVault, specify <Customer> in the “*How did you hear about SiteVault?*” field
* Check your inbox for an email from vault-emails@veeva.com with your username and temporary password, then [login](https://login.veevavault.com/)
* Reply to this email with your Universal Site Number (USN), this is assigned by Veeva upon signup. Refer [here](https://sites.veevavault.help/gr/) for help to locate it.
 |
| **What training do I need to complete?** | * [Join a live or on-demand training session](https://sites.veevavault.help/gr/resources/training-resources/) to get up to speed quickly. Each session is hosted multiple times a month or available on-demand for your convenience. We suggest your team attend the following trainings:
	+ Veeva SiteVault Free 101: The Basics
	+ Managing Teams and Studies
	+ Setting up Your eReg Binders
	+ Connected Studies: Exchanging Documents with Sponsors/CROs
 |
| **More questions?** | Reach out to [Veeva’s Site Support Team](https://sites.veevavault.help/gr/resources/support/) via phone, email, or chat bot at with any additional questions. |
| **What if I decide not to sign up?** | If your site does not plan to sign up, please reply to this email with your reason so that we can prepare for paper-based study set-up. |

Please email me at <Customer Email> if you have any questions specific to this study with <Customer> or Veeva at sitevaultsupport@veeva.com with any SiteVault related questions.

Sincerely,

Name

Title

Email: <Customer Email>

*\*This letter nor the site’s use of SiteVault guarantees participation in this clinical study*