

How to Register a Participant on the Site Coordinator Dashboard

After a patient has voluntarily agreed to participate in the study and signed the informed consent form, the site coordinator must register the patient in AiCure. Please note that most trials have a screening period even if the participant is not dosing during the screening period of the trial all participants should be registered during screening and not wait until the randomization date. When registering the participant, we recommend connecting the participant's device to WiFi to ensure connection stability.

Q. Can you briefly describe the main steps involved in registering a participant on the Site Coordinator Dashboard?

A. Registration is a 3-Part Process: adding the participant to the Dashboard, preparing their device, and activating the app. Please follow the steps below to register your participant:

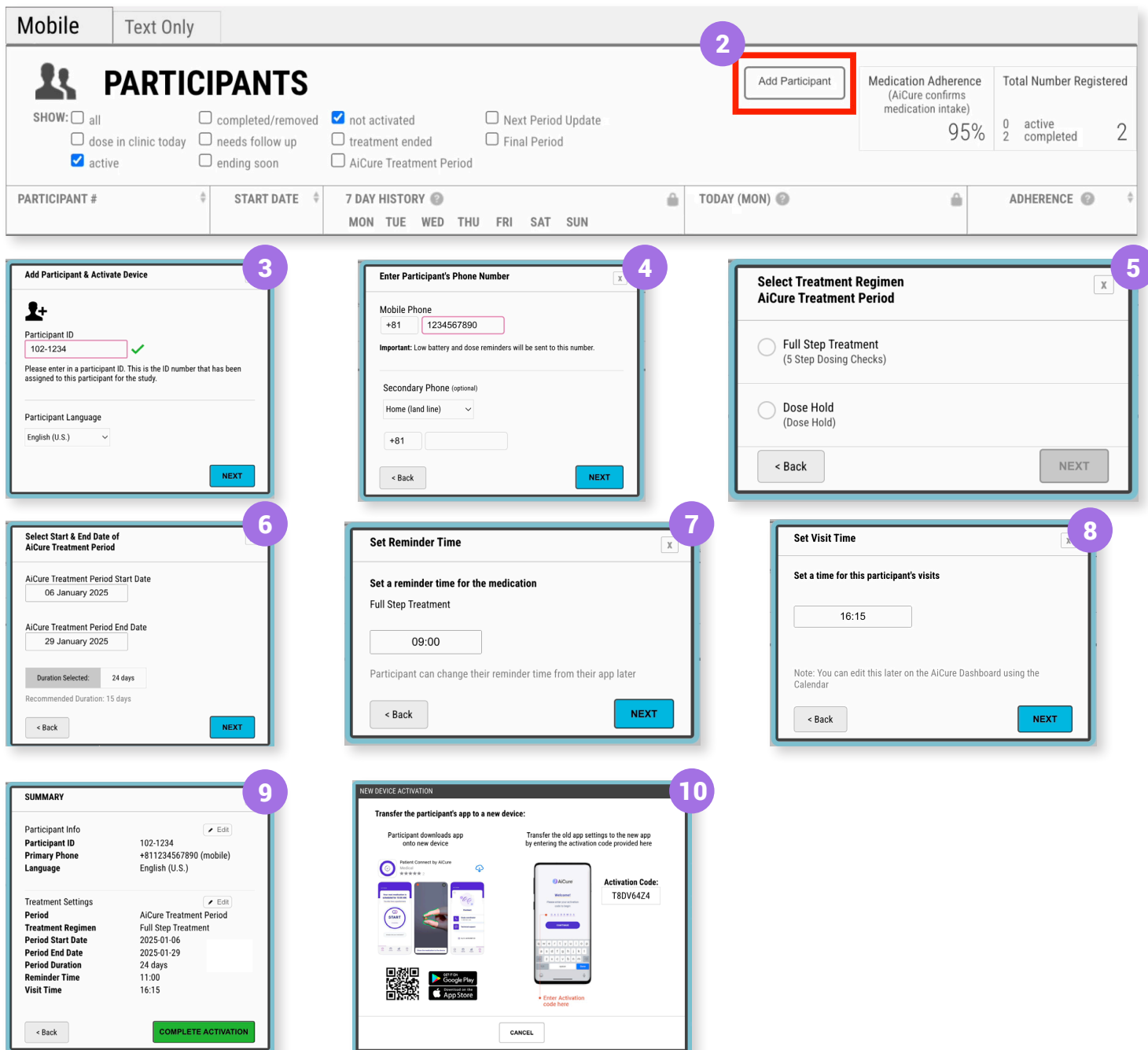
Part 1: Adding the Participant to the Dashboard

1. Log into the AiCure portal (login.aicure.com) and select your study
2. Click **ADD PARTICIPANT** at the top of the page
3. Enter the Participant ID and select the app language
4. Enter the participants' mobile phone number. Text message reminders will be sent to this device throughout the study.
5. Select a treatment regimen for the study period (*if applicable to your study*)
6. Confirm the start and end dates of the first study period
7. Set the participants' dosing reminder time
8. Select the visit time
9. Review the registration summary and make any final edits using the pencil icon. Once you have confirmed the participant registration information is correct, click "Complete Activation"

Tip: Information selected during the registration period such as dosing reminder time and visit time can be updated after registration. You can find step-by-step instructions on the AiCure Help Center (support.aicure.com).

10. An activation code will be displayed once dashboard registration is complete

If you already have the app ready on an AiCure device or Participant's BYOD device, continue to **Part 3**. There you will enter the activation code into the Patient Connect app on the participant's device. Otherwise, continue to **Part 2**.



1 Mobile | Text Only

2 **PARTICIPANTS** Add Participant

SHOW: all completed/removed not activated Next Period Update
 dose in clinic today needs follow up treatment ended Final Period
 active ending soon AiCure Treatment Period

Medication Adherence (AiCure confirms medication intake) 95%
 Total Number Registered 0 active 2 completed

3 Add Participant & Activate Device

Participant ID: 102-1234 ✓
 Participant Language: English (U.S.)

4 Enter Participant's Phone Number

Mobile Phone: +81 1234567890
 Important: Low battery and dose reminders will be sent to this number.
 Secondary Phone (optional): Home (land line) +81

5 Select Treatment Regimen AiCure Treatment Period

Full Step Treatment (5 Step Dosing Checks)
 Dose Hold (Dose Hold)

6 Select Start & End Date of AiCure Treatment Period

AiCure Treatment Period Start Date: 06 January 2025
 AiCure Treatment Period End Date: 29 January 2025
 Duration Selected: 24 days
 Recommended Duration: 15 days

7 Set Reminder Time

Set a reminder time for the medication
 Full Step Treatment: 09:00
 Participant can change their reminder time from their app later

8 Set Visit Time

Set a time for this participant's visits: 16:15
 Note: You can edit this later on the AiCure Dashboard using the Calendar

9 SUMMARY

Participant Info: Participant ID 102-1234, Primary Phone +811234567890 (mobile), Language English (U.S.)
 Treatment Settings: Period AiCure Treatment Period, Treatment Regimen Full Step Treatment, Period Start Date 2025-01-06, Period End Date 2025-01-29, Period Duration 24 days, Reminder Time 11:00, Visit Time 16:15

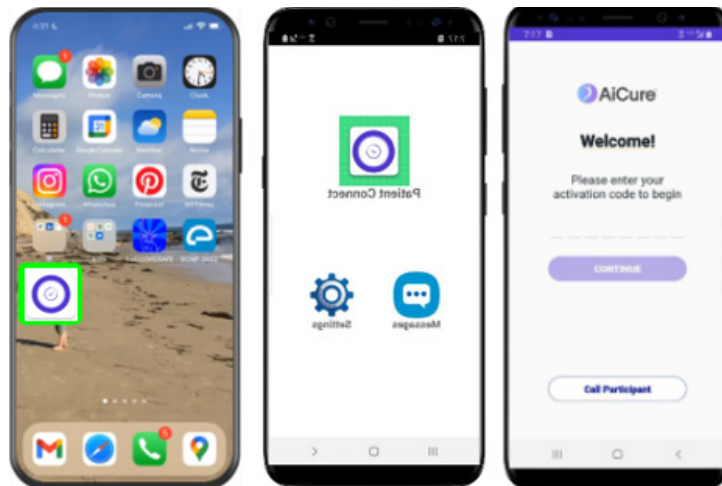
10 NEW DEVICE ACTIVATION

Transfer the participant's app to a new device:
 Participant downloads app onto new device | Transfer the old app settings to the new app by entering the activation code provided here
 Activation Code: T8DV64Z4

Part 2: Preparing the Patient Connect App on Participant Device or AiCure Device

Participants have the option of using their own device or an AiCure-provisioned device for study activities. Proceed to the appropriate setup instructions below

- It is **VERY IMPORTANT** that the participant installs the “AiCure Patient Connect” application from the Apple or Google Play app store
- AiCure Patient Connect is a **Purple Checkmark icon** and will read “Patient Connect by AiCure” in both app stores



Personal Device Setup

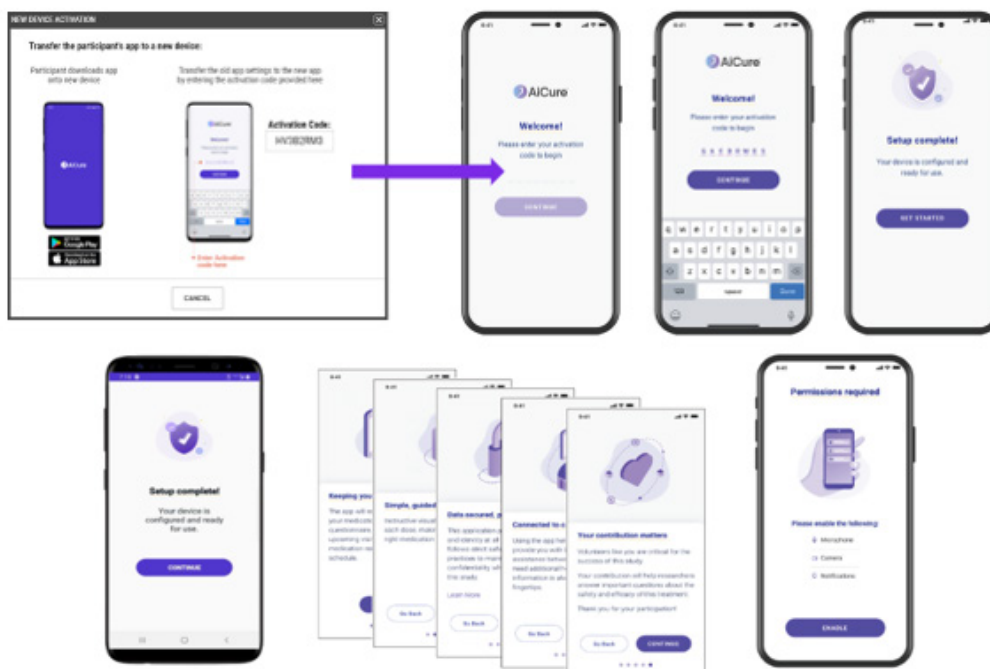
1. Turn the device on and connect to WiFi
2. Download the purple AiCure Patient Connect app from the app/play store
3. Launch the Patient Connect app and enter the activation code displayed on the dashboard, following the Patient Connect App Setup instructions

AiCure Device Setup

1. Determine which device the participant will use
2. Turn the device on and connect to WiFi
3. Ensure you see the lockdown screen with the purple Patient Connect app
4. Connect a charger to the device and ensure that the device charges. Send the charger home with the participant and remind them to keep the device charged, powered on, and connected to WiFi
5. Launch the Patient Connect app and enter the activation code displayed on the dashboard, following the Patient Connect App Setup instructions

Part 3: Activating the Patient Connect App

1. Launch the patient connect app on the participant’s device. Ensure the device is connected to the internet (WiFi connection recommended)
2. Enter the activation code generated after registration in the site dashboard. Setup will automatically begin and will take approximately 30-60 seconds depending on internet connection strength. The screen will show “Setup Complete” once done
3. The app will prompt the participant to read through some introductory pages. The participant must read and agree to the data privacy and terms & conditions before proceeding
4. Lastly, enable permissions for notifications, microphone, and camera access



Q. What if I fail to register the participant on time?

A. It is important that the participant is registered during their first day participating in the AiCure portion of your trial. If the participant is registered late it could impact questionnaires and visit schedules. Some of this can be corrected by posting a ticket to the Help Center. We can then send you a Data Change Request (DCR) to change the screening start date.

Q. Is it mandatory to enter a mobile phone number?

A. Entering your participant’s mobile phone number allows for communication to the system for interventions as well as SMS notifications. The number is not mandatory but it is highly

recommended. If the participant does not want to provide their cell number, enter the participant's ID number when prompted for a mobile number.

Q. What if I forgot the activation code number?

A. If you fail to record the activation code and close the window, you can get a new one. Navigate to the Participant Settings tab for this participant on the dashboard. You will see a New Device button. Pressing that button will generate a new activation code which you can use to register the device.