

myVeeva

FOR PATIENTS

Getting started

Hello and welcome

When you're in a clinical trial, you will need to complete a number of activities. For this trial, you will use the "MyVeeva for Patients" app to complete the activities. These activities may include:

- Signing consent forms
- Answering surveys
- Viewing upcoming visits and joining video visits

All the information we collect is kept confidential and can only be seen by your study team.

You can also use our app 24/7 to keep track of upcoming visits and completed tasks.

To-dos

Managing your study activities can be hard, so we've put everything you need to do in one place. The To-do tab has three sections:



- **Today:** All the forms, surveys and visits that are available for completion or that are due today. Optional as needed surveys are also in this section.
- **Tomorrow:** All the forms, surveys and visits that will be required to be completed tomorrow.
- **Upcoming visits:** Upcoming video or in-person visits.

To see what you have already completed, select [View completed](#).

Can't select a to-do?



If you can't select a to-do, it might not be available yet. Look at the date and time under the title to see when it will be available.

Notifications




If you have provided an email address, we will send email notifications when to-dos are assigned and when they are due.

On a phone or tablet?

We recommend turning push notifications on so your device will remind you when to-dos are due.

Here's how to turn them on:

1. **Open the Account tab.**
2. **Select "Settings".**
3. **Select the 'open' icon**  **next to "Notifications".**
4. **Turn push notifications on.** Use your device settings.

Sign consent forms



Before you can participate in a study, you have to sign at least one consent form.

If your study team made their forms electronic, you can sign them using this app. Here's how you can sign them:

1. **Open the “To-do” tab**
2. **Select the form.**

Locked form?



That means you can review the document but you don't have access to sign it yet. You may need to sign other documents first or your study team will give you a code when you can sign it.

3. **Read the form.**
4. **Sign the form.** You can sign the form in one of the following ways:
 - Click or tap the signature block to sign.
 - Draw your signature in the signature field and then select **“Apply”**.
5. **Send the form to your study team.** Select **“Submit”**.

Join a video visit



If your study team has scheduled video visits for you, it is possible for you to join the visits from your device instead of in the study team office.

If you have a video visit scheduled, here's how to join it:

1. Open the **To-do tab** .
2. Select the video visit you want to join.
3. Select **“Join meeting”**.

Answer surveys



As part of the study, you may be asked questions about your quality of life or health. You can answer these surveys from anywhere in this app. Your answers are confidential and will only be seen by your study team.

When a new survey needs to be answered, you'll receive a notification for it in your email or app.

Here's how you can answer a survey:

1. **Open the “To-do” tab** .
2. **Select the survey.**
3. **Select “OK”**. The survey opens.
4. **Answer the survey questions.** You can scroll up to view questions that you've already answered.
5. **Select “Submit”**. Your survey answers are sent to your study team.

For larger surveys, if you start them before they are due you can take a break and come back later to finish them before the due date and time.

If you take a break while answering a survey, when you come back it will still be available under the “To-do” tab and will have **‘Resume’** listed alongside it. When you select the survey, you will continue on from where you stopped.

Need help?



If you have a question - don't worry! You can ask your study team for help anytime.

Select the **“Ask for study help”** button under the “Study” tab .

