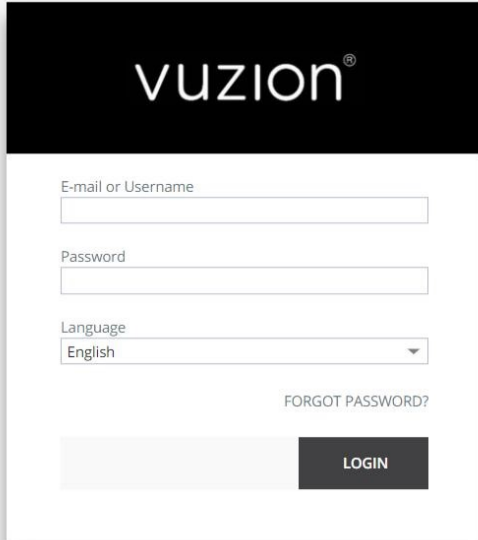


# Adding A New Customer

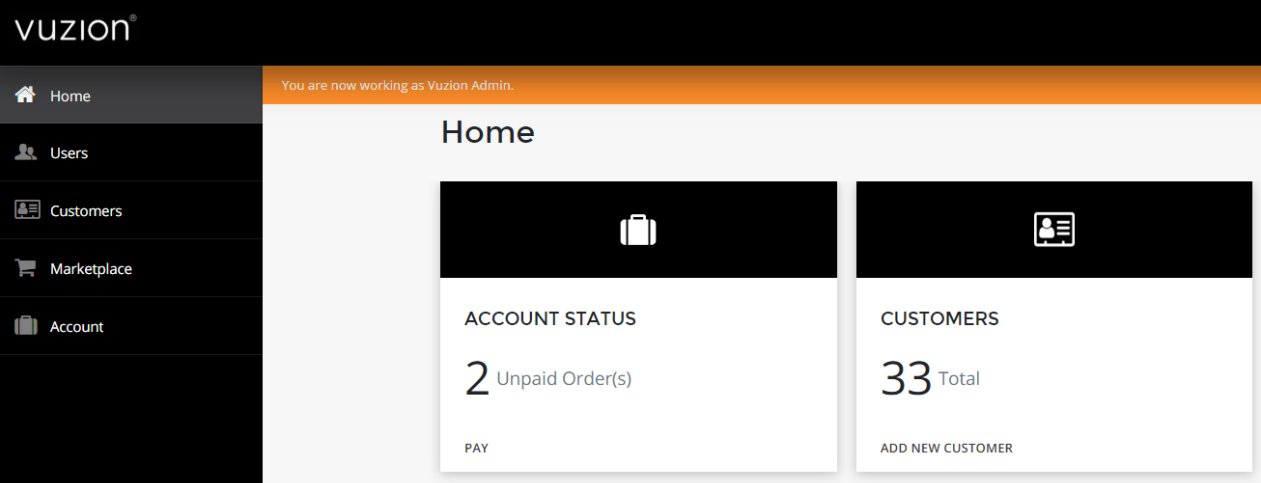
Last Modified on 10/02/2020 3:20 pm GMT

Log in to Vuzion CORE by navigating to <https://partner.vuzion.cloud> and sign in using your login credentials.



The image shows a login form for Vuzion. At the top, the Vuzion logo is displayed in white on a black background. Below the logo, there are three input fields: "E-mail or Username", "Password", and "Language". The "Language" field is a dropdown menu currently set to "English". Below these fields, there is a link that says "FORGOT PASSWORD?". At the bottom of the form, there is a "LOGIN" button. The entire form is centered on a white background.

You will now be inside your Partner Control Panel. Either click **Customers** on the left side navigation panel, followed by add new customer - or simply click **Add New Customer** from the home screen;



The image shows the Vuzion Partner Control Panel Home screen. On the left, there is a dark navigation sidebar with the Vuzion logo at the top and menu items: Home, Users, Customers, Marketplace, and Account. The main content area has a white background with an orange header bar that says "You are now working as Vuzion Admin.". Below the header, the word "Home" is displayed. There are two main cards: "ACCOUNT STATUS" showing "2 Unpaid Order(s)" with a "PAY" button, and "CUSTOMERS" showing "33 Total" with an "ADD NEW CUSTOMER" button. The cards have black headers with white icons representing a briefcase and a list of people.

You will then see the below screen, **Business Account** should be the option used for all accounts added to Vuzion CORE;

<input checked="" type="radio"/> <b>BUSINESS ACCOUNT</b> Recommended for individuals/businesses who operate under a company/group name.	<input type="radio"/> <b>PERSONAL ACCOUNT</b> Recommended for individuals/businesses who operate under personal name.
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**ADMINISTRATIVE CONTACT**

First Name <input type="text" value="e.g.: John"/>	Last Name <input type="text" value="e.g.: Smith"/>	Phone Number <input type="text" value="e.g.: +1 (222) 333-44-55 #123"/>
Email <input type="text" value="e.g.: john@mycompany.com"/>		
<input checked="" type="checkbox"/> Same information for technical and billing contacts		

**ACCOUNT INFORMATION**

Company Name <input type="text" value="e.g.: My Company"/>	Tax Registration ID (Optional) <input type="text" value="e.g.: DE"/>	
Address <input type="text" value="e.g.: 10 Hordon street"/>		Zip Code <input type="text" value="e.g.: 62098"/>
City <input type="text" value="e.g.: New York"/>	State/Province (Optional) <input type="text" value="e.g.: Alaska"/>	Country <input type="text" value="Choose Country"/>
PO Number (Optional) <input type="text"/>	Company Number (Optional) <input type="text"/>	

**CUSTOMER ACCESS DETAILS**

Login <input type="text" value="e.g.: John or john@mycompany.com"/>	Password <input type="password"/>
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**Administrative Contact** should be your details as the Partner of the customer. Vuzion will occasionally use the Administrative contact details to send service notifications so these details must reflect those of the Partner and not the customer.

**Account information** should be the customer's company name and business address. The telephone number should follow the format of + country code, then the local area in brackets followed by the rest of the number. For example, Vuzion's number would be entered as: +44 (0345) 249 3303.

**Customer Access details** will be the login that you use to sign in to the Customer Control Panel once the account has been set up. Vuzion suggests these are set to the Customers company name. Finish by clicking **Add**, at which point a new customer has now been successfully created - you would probably then want to order them a subscription next.