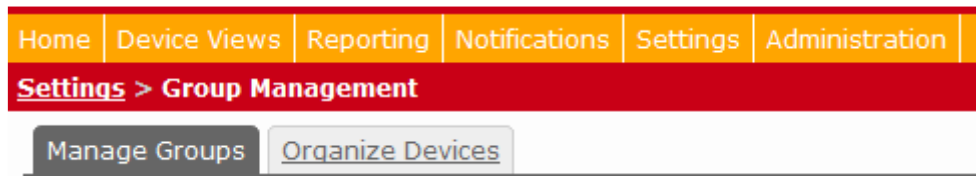


## How to create a new customer on web portal?

1. Login to the web portal [www.pay-for-print.com](http://www.pay-for-print.com)
2. Goto [Settings](#) > Group Management > Manage Groups



3. Mark your reseller name on the left side
4. Now press “New Group” in the lower right corner



5. Select “Customer” from drop-down-field “Type”

**Basic Information**

Parent: Default Dealer

Type:

Name:

Alias:

Group Id: 3b796d4e-0aa8-4898-b830-70c7993c7e4a

**Customer Information**

Industry Vertical:

Number of Employees:

Email:

Phone:

Street 1:

Street 2:

City:

State/Prov:

\_\_\_\_\_  
ZIP/Postal Code:

Country:

Website URL:

External Service Link:



Supplies Ordering Email:

Customer-ID:

CustomTagValue1:

CustomTagValue2:

CustomTagValue3:

6. Fill out all fields, especially “Name”, “Email”, “all Address-fields” and “Supplies Ordering Email”.
7. Klick on “Save” in the right lower corner.  
 Save  Cancel

8. Repeat steps 4 to 7 for every of your customers.