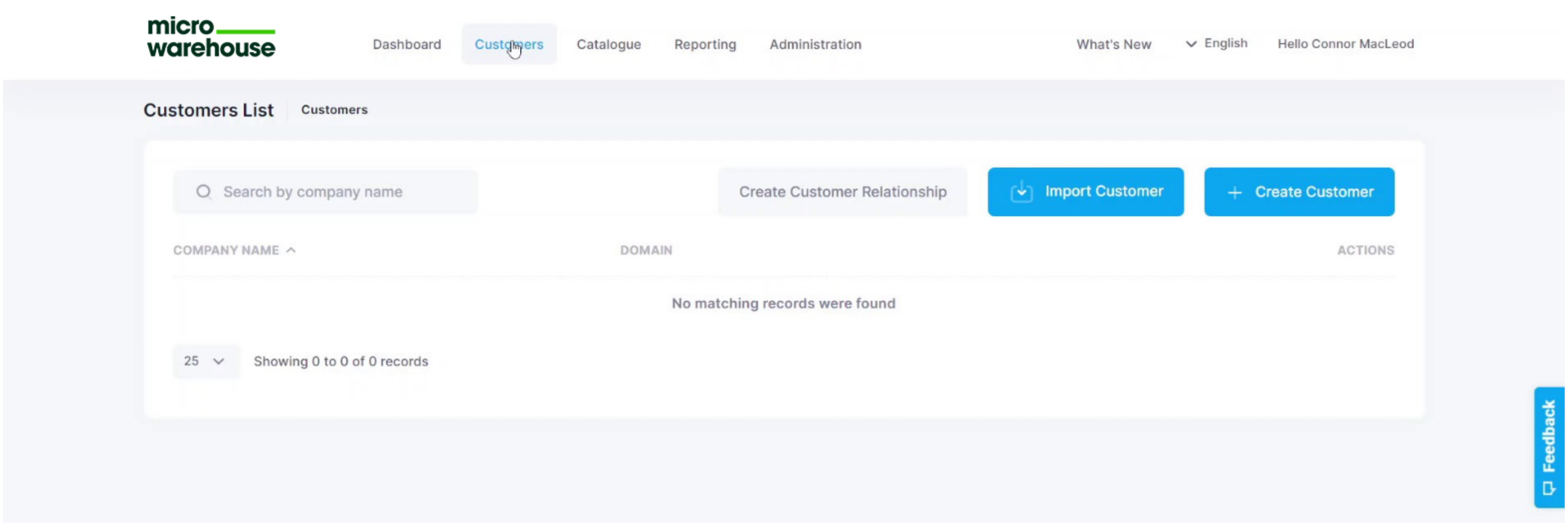
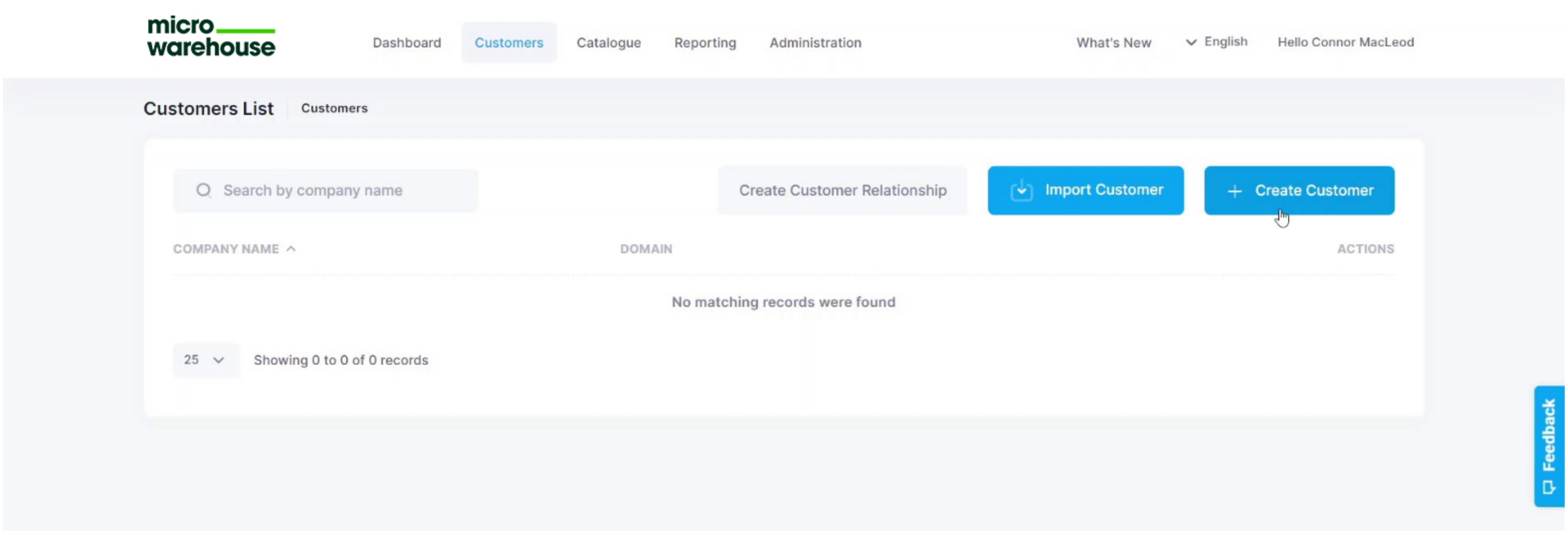
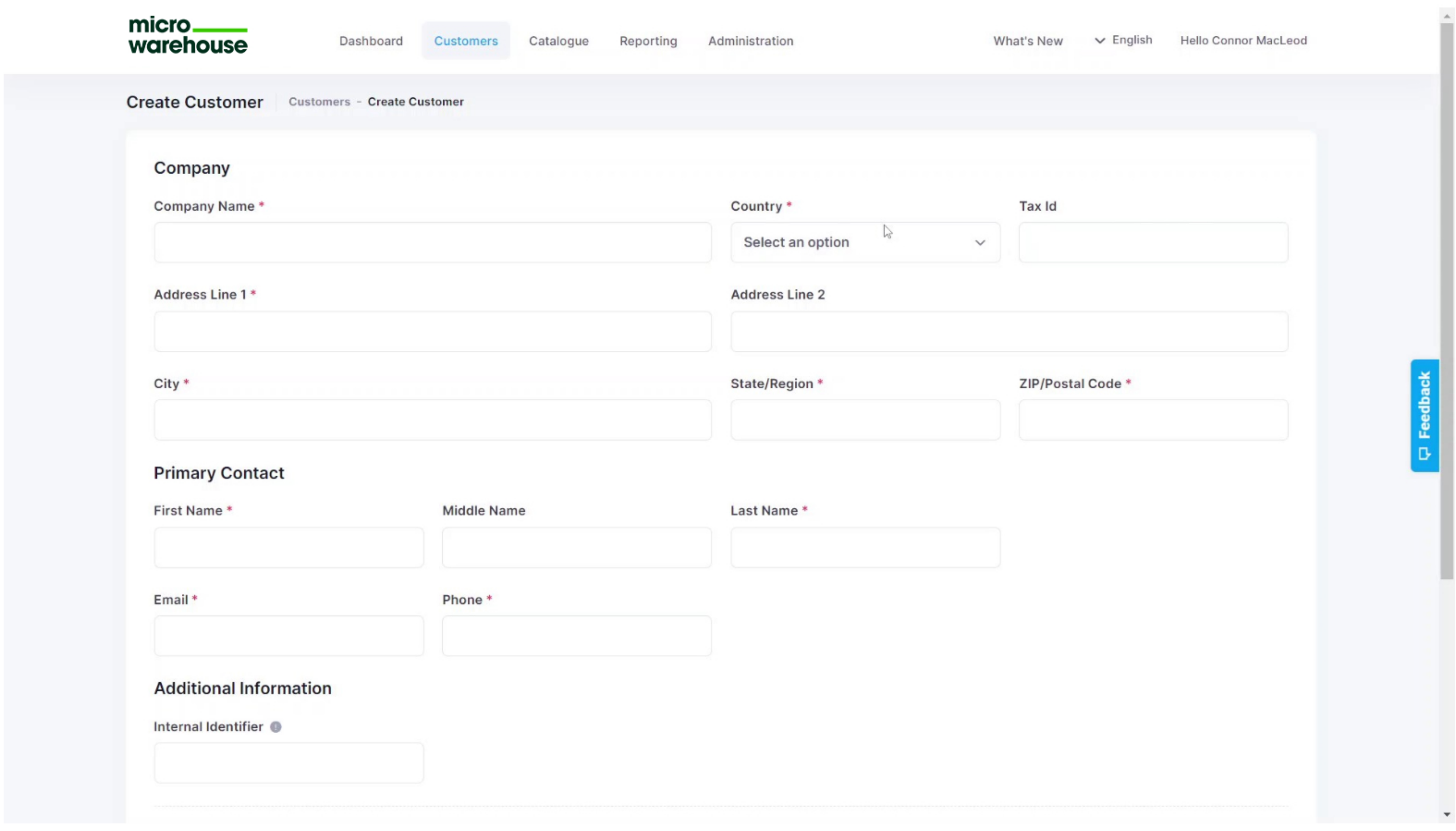
In the top navigation menu, click on **Customers**.



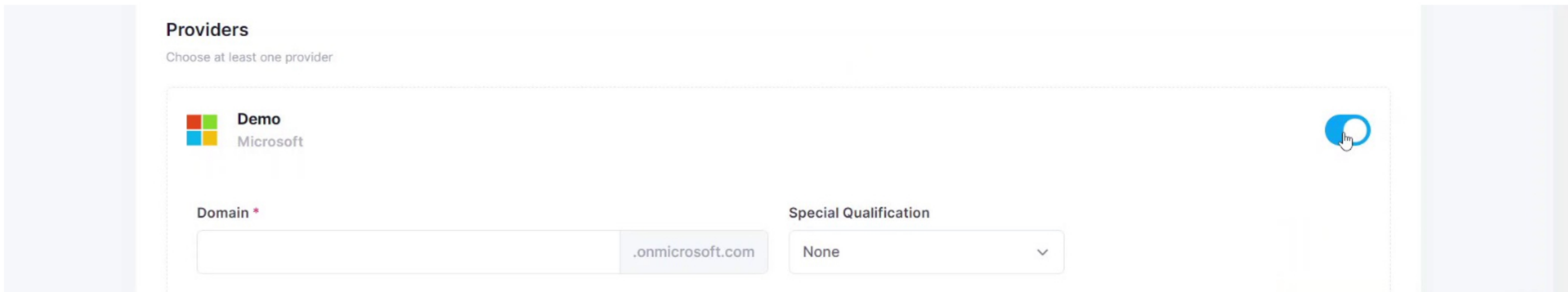
Click on the **Create Customer** button



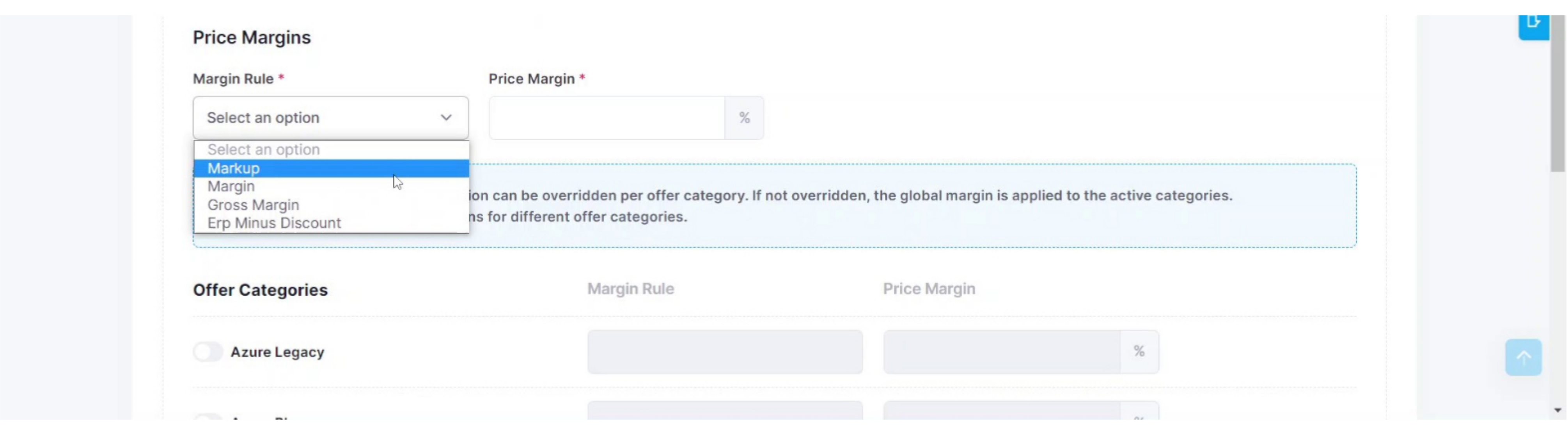
Fill out all the required fields with the customer's information



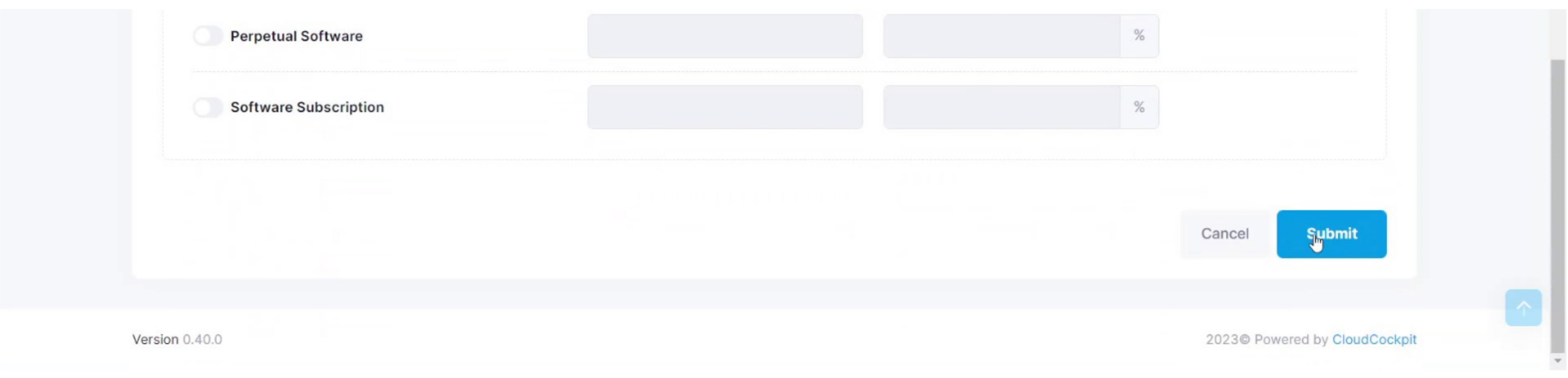
Activate provider Microsoft and complete the remaining fields.



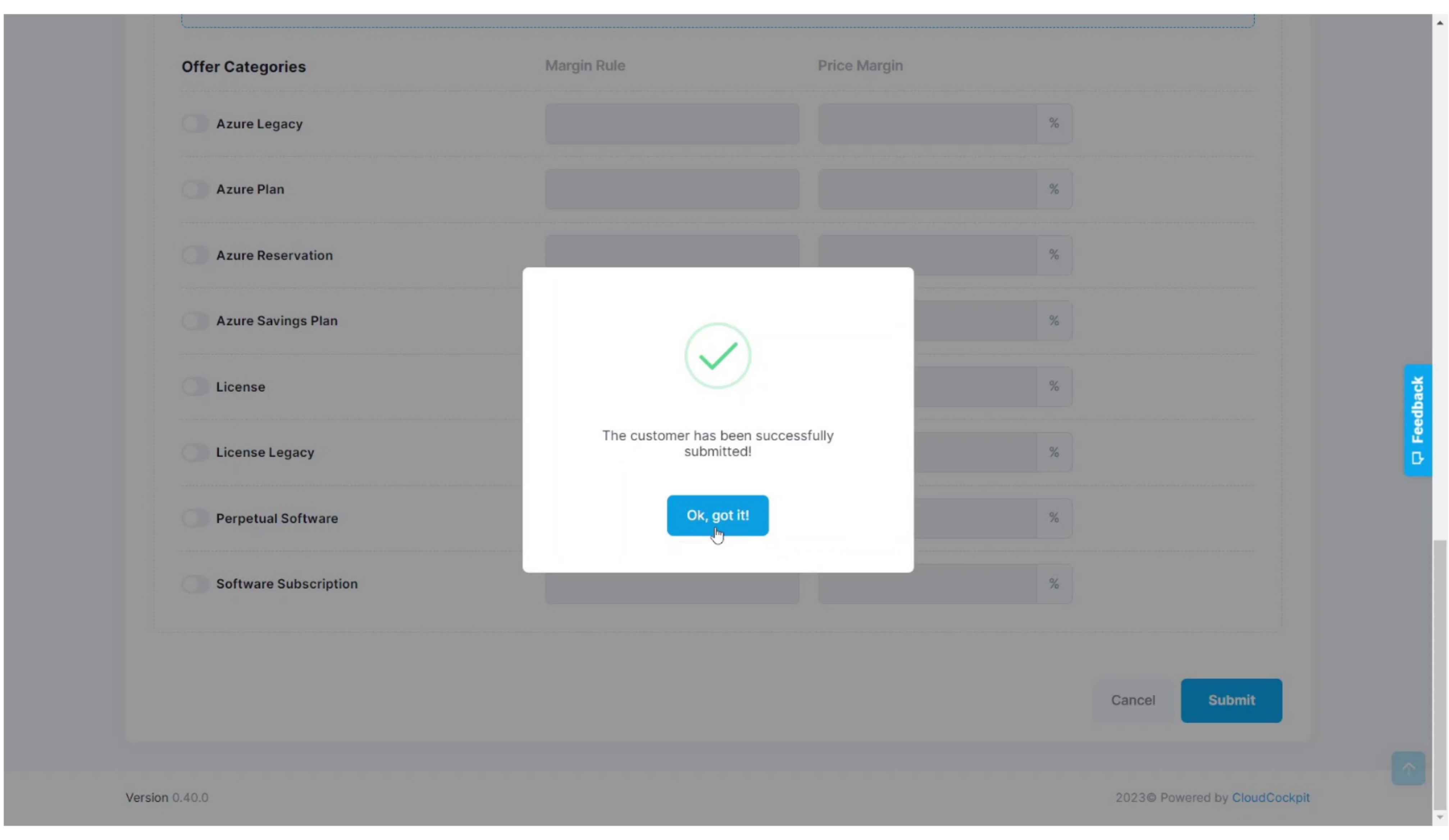
Choose the appropriate **Margin Rule** to be applied to the prices



After reviewing all information, click on the **Submit** button.



A confirmation message will appear. Click on **Ok, got it** to proceed.



The name of the company will now appear on the Customer page listing. And by clicking it you can access the customer account information to view or make changes.