

Changing a Client's Currency

WHMCS's multi-currency system lets clients to choose from one or more currencies. Clients can change their currency at any time.

In the Admin Area, the best method for changing a client currency is creating a new client with identical information and transferring all of the old client's invoices, services, and transactions to the new client.

i We strongly recommend using this method to change a client's currency. Do **not** change the currency in the **Profile** tab directly for a client with existing invoices or transactions.

Change a client's currency

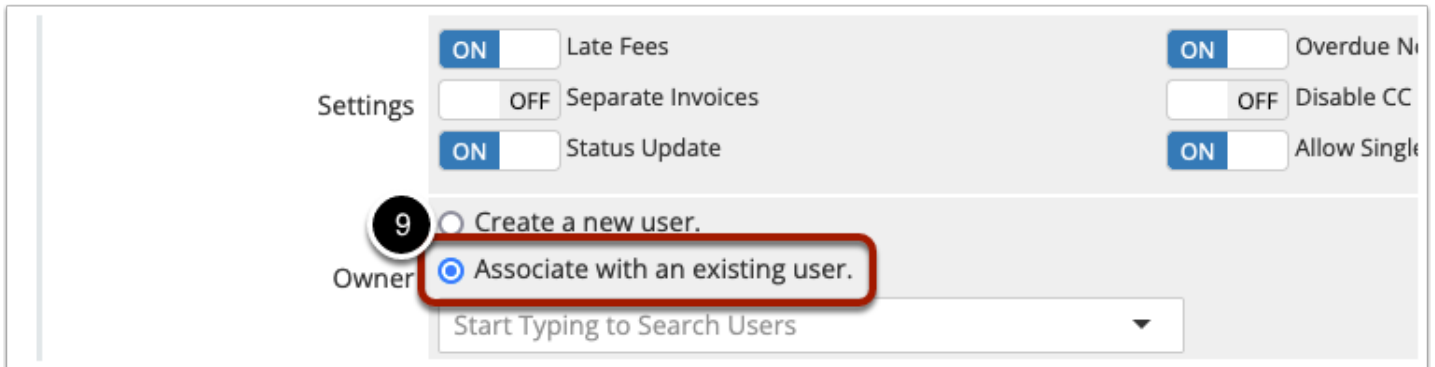
To change a client's currency:

1. Go to **Clients > View/Search Clients**.
2. Locate and click on the desired client.
3. Go to the **Profile** tab.
4. Change the **First Name**, **Last Name**, and **Email Address** to something unique. For example, append the old currency code to the existing values: `client@example.comUSD`

The screenshot shows the WHMCS client profile form. The 'Profile' tab is selected, indicated by a circled '3'. The form contains several fields: 'First Name' (CassidyUSD), 'Last Name' (WalkerUSD), 'Company Name' (empty), and 'Email Address' (client@example.comUSD). The 'First Name', 'Last Name', and 'Email Address' fields are highlighted with red boxes. A circled '4' is next to the 'Email Address' field. The 'Company Name' field has a '(Optional)' label next to it.

5. Click **Save Changes**.
6. Go to **Clients > Add New Client**.

7. Create a new client using the original details from the old client's **Profile** tab.
8. For **Currency**, select the new desired currency.
9. For **Owner**, select **Associate with an existing user**.



Settings

☒ ON Late Fees ☒ ON Overdue N

☐ OFF Separate Invoices ☐ OFF Disable CC

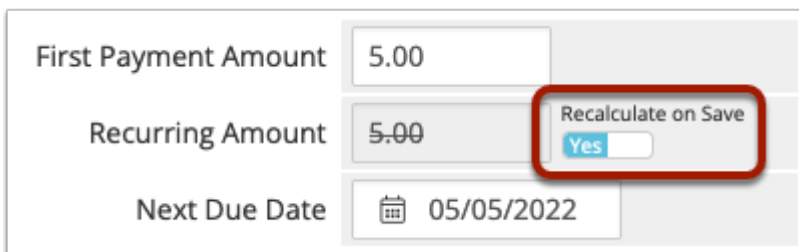
☒ ON Status Update ☒ ON Allow Singl

9 ☐ Create a new user.

☒ Associate with an existing user.

Start Typing to Search Users

11. In the **Owner** search box, find the user who owns the original client. Typically, this is a user with the same name and email address as in the original client.
12. Click **Add Client**.
13. For each of the original client's domains, perform the steps in [Moving a Domain to another Client](#), set **Recalculate on Save** to **On**, and click **Save Changes**.
14. For each of the original client's services, perform the steps in [Moving a Service to another Client](#), set **Recalculate on Save** to **On**, and click **Save Changes**.



First Payment Amount 5.00

Recurring Amount 5.00

Next Due Date 05/05/2022

Recalculate on Save

Yes

💡 Make certain that you toggle **Recalculate on Save** and click **Save Changes** for *every* domain and service that you move.

Because they now exist under a new client, the system will generate subsequent invoices for the moved services and domains in the desired new currency. Recalculating the **Recurring Amount** value ensures that the system converts the price into the appropriate amount for the new currency.

Because you associated the new client with the same user, the customer can switch accounts in the Client Area to the original client if they need to view the invoice history in the old currency without needing new login details: