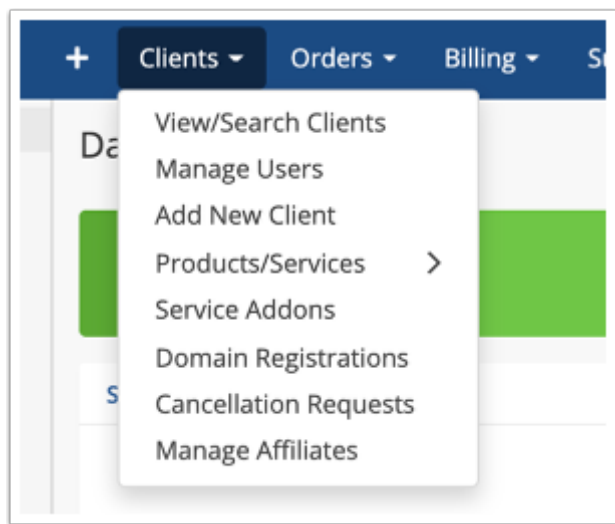


Manually Adding a Client

This guide shows how to manually add a client account to WHMCS. For example, you may do this if the account predates your use of the WHMCS software or you wish to place an order on their behalf.

Navigate to **Clients > Add New Client**.



Fill out the account details. **First Name**, **Last Name**, **Email Address**, and **Password** are required.

A screenshot of the 'Add New Client' form in WHMCS. The form is divided into several sections. The top section contains fields for 'First Name', 'Last Name', 'Company Name', 'Email Address', 'Password', and 'Generate Password'. Below these are fields for 'VAT Number', 'Language', 'Status', and 'Client Group'. The middle section contains fields for 'Address 1', 'Address 2', 'City', 'State/Region', 'Postcode', 'Country', 'Phone Number', 'Payment Method', 'Billing Contact', and 'Currency'. The bottom section contains a list of 'Email Notifications' with checkboxes, a 'Test Field' input, a 'Settings' section with various toggle switches, and an 'Owner' section with radio buttons. At the bottom of the form is a checkbox to 'Tick this box to send a New Account Information Message' and an 'Add Client' button.

When you have configured everything, click **Add Client**.

For instructions manually adding services for the client, refer to the next chapter: