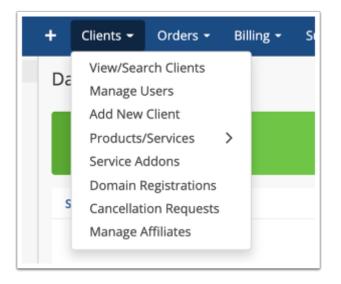
Manually Adding a Client

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.

					Address 1			
Last Name					Address 2			
Company Name					City			
Email Address					State/Region	-	÷	
Password		Generate Pass	word		Postcode			
					Country	United Sta	ces.	×
VAT Number					Phone Number	💷 +1 + 3	01-555-0123	
Language	Default 👻				Payment Method	Select to C	hange Default. 🗸	
Status	Active ¥				Billing Contact	Default 🗸		
Client Group	None 👻				Currency	USD ¥		
Email Notifications	 Invoice Emails - Ne Support Emails - R Product Emails - W Domain Emails - R Affiliate Emails - Rs 	eceive a copy of al reicome Emails, Su egistration/Transfe	Support Ticket Con spensions & Other or Confirmation & R	mmunications Lifecycle Notificati	ons			
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When you have configured everything, click **Add Client**.

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