Create A Customer

Go to **Customers** and select *New Customer*.

You can add customer data in stages, so if you do not have the customer's complete payment information at this time, you can add it later.

To create a customer:

1. Enter the required fields of *Customer ID*, *First Name*, and *Last Name*. Optionally you can add a *Business Name*, *Customer Email Address*, *Customer Phone Number*, *Comments*, *New Payment Method*, or *New Shipping Address*. The **Customer Information Table** below identifies all the fields with a description.
2. Click *Create*.

Customer Information Table

Field	Syntax	Required/Optional	Comments
Customer ID	32 AlphaNumeric	Required	Once entered, the customer ID cannot be modified.
First Name	32 AlphaNumeric	Required	Special characters allowed: hyphens, apostrophes, and spaces.
Last Name	32 AlphaNumeric	Required	Special characters allowed: hyphens, apostrophes, and spaces.
Business Name	64 AlphaNumeric	Optional	
Customer Email Address	64 AlphaNumeric	Optional	Format must abc@yyy.zzz
Customer Phone Number	32 Numeric	Optional	
Comments	128 AlphaNumeric	Optional	