

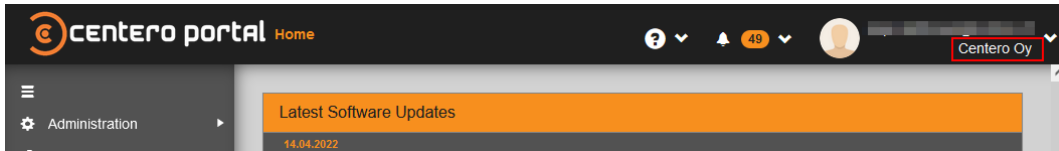
SOFTWARE

Create a new sub-customer

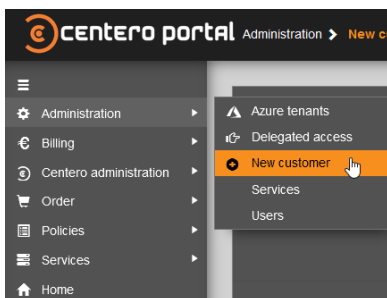
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Create a new sub-customer when you want to create a new CSM environment for the customer. Sub-customers can have their own management permissions and CSM usage reports in Centro Customer Portal.

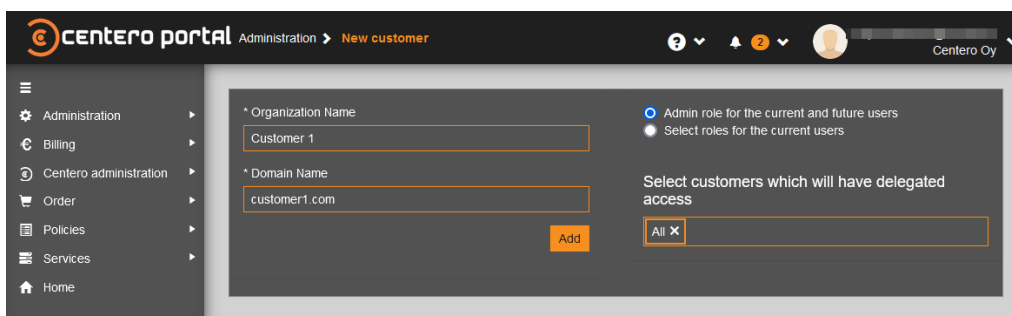
1. Log in (when you already have an account or register to create a new account) to [Centro Customer Portal](#)
2. Make sure you have your **organization** selected as the currently manageable environment



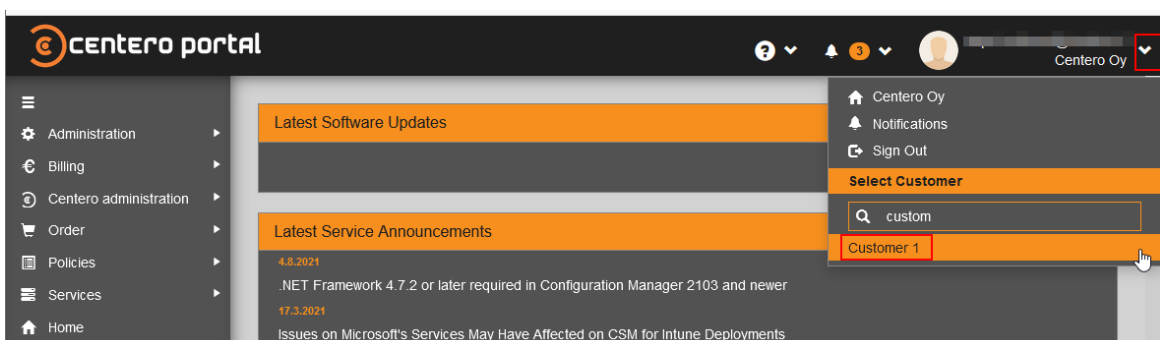
3. Navigate to **Administration** -> **New Customer** page



4. Fill in the customer name (Organization name) and the email domain (specify only the domain part).
 - By default all your colleagues who have access to our portal can manage the customer (**Admin role for the current and future users** option)
 - You can change permission behavior by selecting the **Select roles for the current users** option and select the users who will have permissions to manage the customer



5. Switch to the customer environment and continue to order CSM service for the new customer using these instructions: [Order CSM](#) or [Start CSM Trial](#)





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