



# **Adding a new Production or Sandbox Instance**

## **SaaS Backup For Salesforce**

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# Adding a new Production or Sandbox Instance

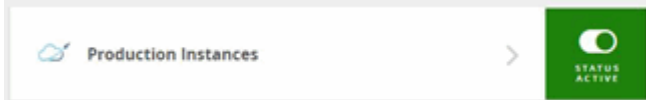
After configuring SaaS Backup for Salesforce, you add a new production or sandbox instance.

## Steps

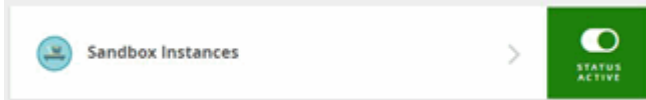
1. From the left-pane navigation, click **Services**.




2. If you want to add a Production Instance, click **Production Instances**.



If you want to add a Sandbox Instance, click **Sandbox Instances**.



3. In the top right corner, click the blue  to add a new instance.
4. Under **Add an Organization**, click **Submit**.
5. Enter your system administrative credentials to add the instance.  
A production organization is automatically added to the tier 1 backup policy and an immediate backup is scheduled.

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