

Assign a customer to subscription

Summary	In this tutorial, you'll learn how to assign a new or existing customer to a subscription.
URL	assign-customer
Category	Wings
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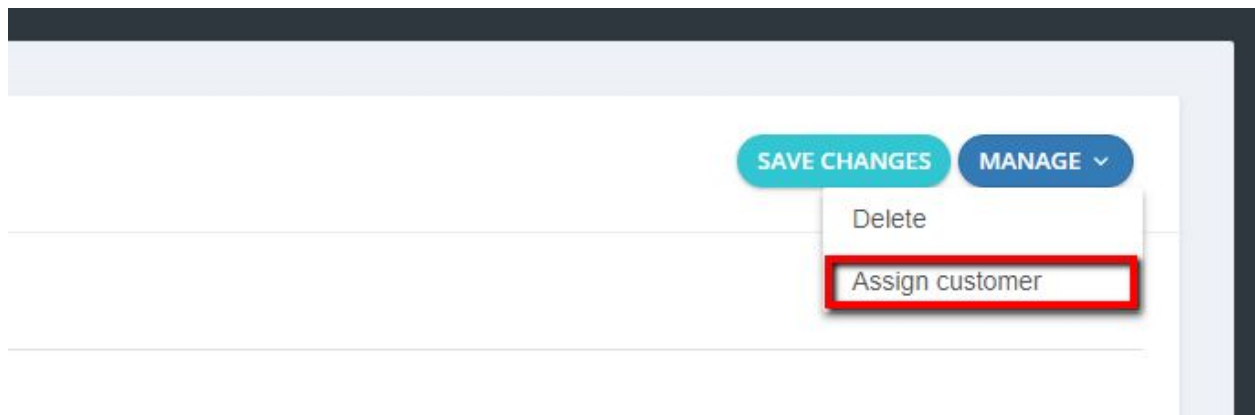
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Open Assign Customer dialog

Click on the **manage** button and select **Assign customer**.



New customer

To assign a new customer to the subscription, select **New customer**, fill in the profile data of the customer and click the **save** button.

ASSIGN CUSTOMER

☒ New customer

☐ Existing customer

Display Name

Name

Surname

Email

Company

Country

CANCEL

SAVE

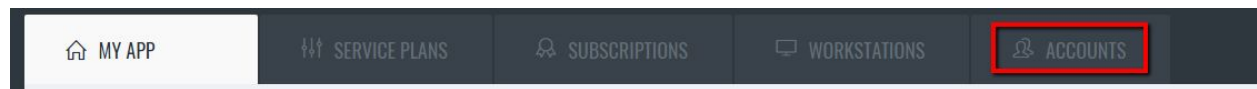
You need to enter at least the **Display Name** of the customer.

Existing customer

If you want to assign an existing customer to the subscription, you need to know the reference code before proceeding.

Search customers

Select the **Accounts** tab from the main navigation bar of the application.



Enter the name or any of the profile data of the customer in the **Keyword** field and click the **apply** button.

A screenshot of the search interface. It shows a text input field labeled 'Keyword' with the text 'custom' entered. Below the field are two buttons: a blue 'APPLY' button and a light blue 'RESET' button.

Find the customer that you are interested in from the results below and make a note of the reference field.

Name ↑	Reference
My customer	20181001-82CD504BF4104AA7
Test customer	20181001-93067737710440E7

Use reference code

Select **Existing customer** in the Assign Customer dialog. Enter the reference code in the **Reference code** field and click the **save** button.

ASSIGN CUSTOMER



☐ New customer ☒ Existing customer

Reference code

20181001-82CD504BF4104AA7

CANCEL

SAVE