# Create an end user

In this section, we will walk through the step-by-step process of creating an end user within the nGenue application. After you are done creating an end user, you will need to add their [address](create_end_user.md#create-an-end-user-address), set up a [sales contract](create_end_user.md#create-a-sales-contract) and [price agreement](./create_end_user.md#add-price-agreement), and add facilities to activate the account. Each of these steps is detailed in separate topics on this page.

1. Login to the **nGenue** application.
2. Click on the **Search** icon and enter *End user* into the search bar.
3. Double click on **End user**. alt text
4. The **End user (End user management)** screen appears. Click on the **Load end users** button. alt text
5. Click on the **Add an end user record** button. alt text
6. Fill in the below details:
   * **End user information**: Enter the details such as end user name, LDC account number, primary rep and consultant.
   * **Default value**: Enter the details such as end user name, LDC account number, primary rep and consultant.
   * **General**: Fill in the details such as LDC name, current rate rider, default pool account, and LDC rep. alt text
   * **Billing settings**: Select the required **Billing format** from the dropdown. alt text
7. Click **Save** to save the record. You have successfully created an end user in the nGenue application.

## Create an end user address

This section provides the steps to create an address for an end user within the application.

1. Click on the **End user level address** icon from the **End user** screen.
2. Click on the **Add an end user address record** button.
3. Enter the required details in the **Address configuration** screen, including *contact*, *title*, *address*, and other relevant information.
4. Click **Save.**   ## Create a sales contract

This section explains the process for creating a Sales Contract within the application.

1. From the **End user** screen, click on the **Sales** contracts menu.
2. Click on the **Add a Sales Contract Record** button.
3. Enter the required details in the **Contract Details** screen, including *contact type*, *effective date*, *contract*, and other relevant information.

## Add price agreement

This section explains the process for adding a Price Agreement within the application.

1. From the **End user** screen, click on the **Price agreements** menu.
2. Click on the **Add a price agreement record** button.
3. Enter the required details in the **Price agreement configuration** screen, including *effective date, currency, supply region*, and other relevant information.

  ## New pricing tier configuration

This section explains the process for adding a new pricing tier configuration within the application.

1. Click on the **Add new tier** button under the **Pricing tiers** tab.
2. Fill in or select the options as per your need.
3. Enable *buyback* if required.
4. Additionally, fill in the details in the **Commodity sales and validation screen**, including *pricing methodology, date, derive volume from, commodity status* and its related fields.

## Create a facility

This section provides a step-by-step guide for creating a Facility within the application.

1. Click on the **Facility** icon in the End User screen.
2. Click on the **Add a facility record** button.
3. Enter the required details in the **Facility details** screen, including *facility name, effective date, currency, and supply region.*
4. In the **Physical address and sales tax** section, enter the details such as *street address, state, city, and country.*
5. In the **Profile** tab, fill in the details as *weather zone, and estimated volumes.*

## Create a facility address

This section provides a step-by-step guide for creating a facility within the application.

1. From the **Facility** screen, click on the **Open facility addresses** menu.
2. Click on the **Add a facility address record** button.
3. Enter the required details in the **Address details** screen, including *contact, title, address,* and other relevant information.

  ## Create a meter

This section provides a step-by-step guide for creating a Facility within the application. 1. Click on the **Open meter data** menu from the **Facility** screen. 2. Click on the **Add a facility meter record** button.  
3. Enter the required details in the **Meter details**\* screen, including name, meter number, status,\* and other relevant information.

## Activate a facility

Activate a facility by clicking on the **Change facility status** button.

## Activate an end user

To activate an end user, click on the **Activate end user** button in the **End user** screen.