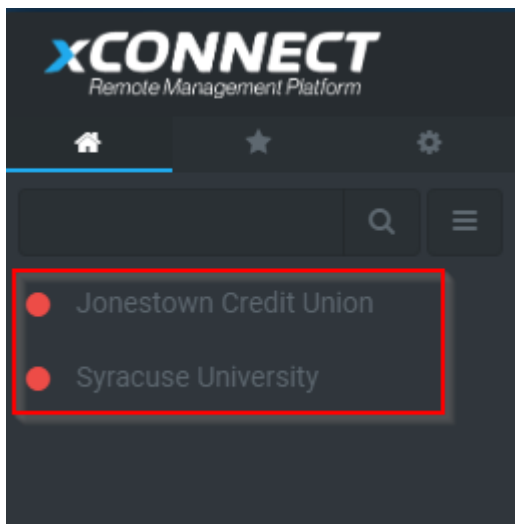




## Manage Customers

Customers are a way to differentiate your various implementations of xConnect gateways in a meaningful way. This is typically used in the Managed Service Provider (MSP) model, which means that a single xConnect instance can have one or more customers that are being maintained.

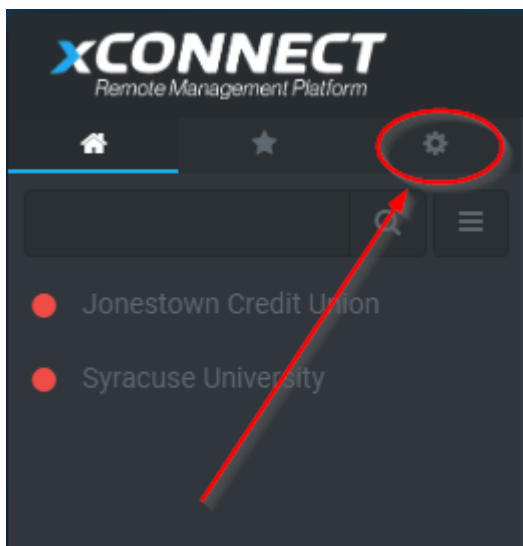
Any customers added will appear in the left-side menu:



**Note:** Only power users will be able to access the functionality listed below. If you are an end user, you will not be able to access this functionality.

### Adding or Updating a Customer

1. Log in as a power user
2. Click on the settings tab on the left-side menu



3. By default, the manage customers page will appear. If not, you can access it by clicking on "Manage Customers"
4. If you are adding a new customer, click on the "New Customer" button. If you are updating an existing customer,
5. The customer entry modal will appear where you can either modify or add a new customer to the platform.

## Add Customer

Customer Name \*

Address

Street Address

Suite / Apt

City

State / Providence

Postal Code

Country

Contact

First Name

Last Name

Email

Primary Phone

Secondary Phone

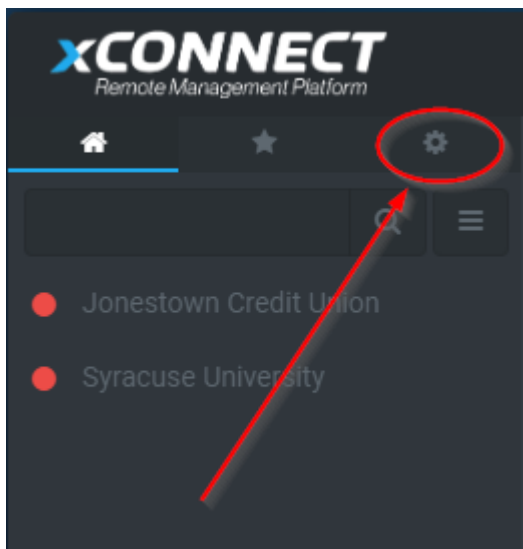
URLs

**Note:** You do not need to change any of the URLs for the images. These features are currently deprecated and will

## Disabling and Reactivating a Customer

Disabling a customer will remove them from appearing in the side menu, and will remove the associated gateways customer by performing the following steps:

1. Log in as a power user
2. Click on the settings tab on the left-side menu



3. Once on the Manage Customers page, you can select one or more customers via the checkbox on the left. When selected, you can click either the "Activate" or "Disable" button.

