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By Xapads

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Related Articles

Agency Listing

Edit Agency

Add User – Agency Admin

Add User – Agency Manager

Add User – Agency Reporting Manager

Add Agency

How to add an agency

Step 1: Go to Agency Menu — click on Add agency

Step 2: Fill in the form that appears on the screen and save it.

Field	Description
Agency Logo	Upload the Agency logo. You can upload the files in the following file types: png, jpg, jpeg.
Company	Enter the name of your agency
Contact Person	Enter the name of the point of contact
IM ID	The Skype, GTalk or WeChat ID of the point of contact.
Mobile	Enter the mobile number of the point of contact
Country	Fill in your country name
State / Region	Fill in your state / Region
City	Fill in the City of the Agency address
Address Line 1	FIll in the street name of the Agency address
Address Line 2	Fill in the 2nd street name of the Agency address
Zip / Postal Code	The Zipcode of the Agency address

Step 3: Click on save

Still need help? Contact us : support@xapads.com

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