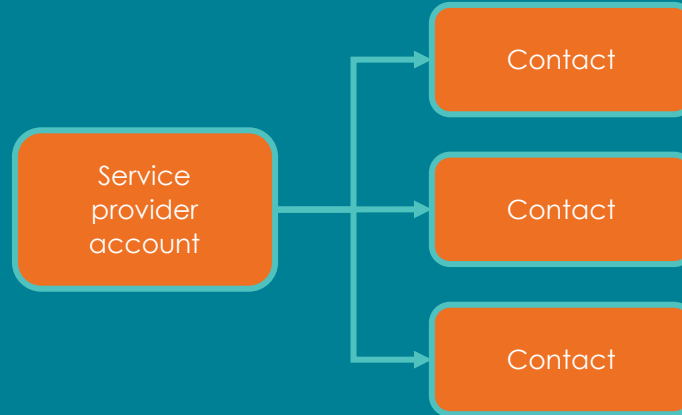


Service provider accounts



1 Create service provider account

- Always search for an existing service provider account before creating.
- To create a new service provider account, select **accounts** from the main menu and select **new** in the top righthand corner.
- Enter the external service provider account details and select **save**.

2 Create service provider contacts

- There must be an existing service provider account before you can create a contact. You can create multiple individual contacts for a service provider account.
- To create a service provider contact:
 - Firstly, select the relevant service provider account. You can access service provider accounts by select **accounts** from the **main menu**. All service provider accounts are in the 'Service Provider Accounts' list view.
 - Then, select **new contact** to add an individual contact person. You can add as many individual contacts as required per service provider account.
 - The account name will automatically populate with the service provider account details.
 - Enter the details and select **save**.