# Prerequisites for Add New Client

When adding a new client, all but the **Client Number** field, which is your own internal client number, are mandatory:

- **Client Name**
- **Address**

In addition to the client's name and address, you also need the details for the **Client's Contact Person**:

- **First Name**
- **Last Name**
- **Email**
- **Phone**
- **Role**

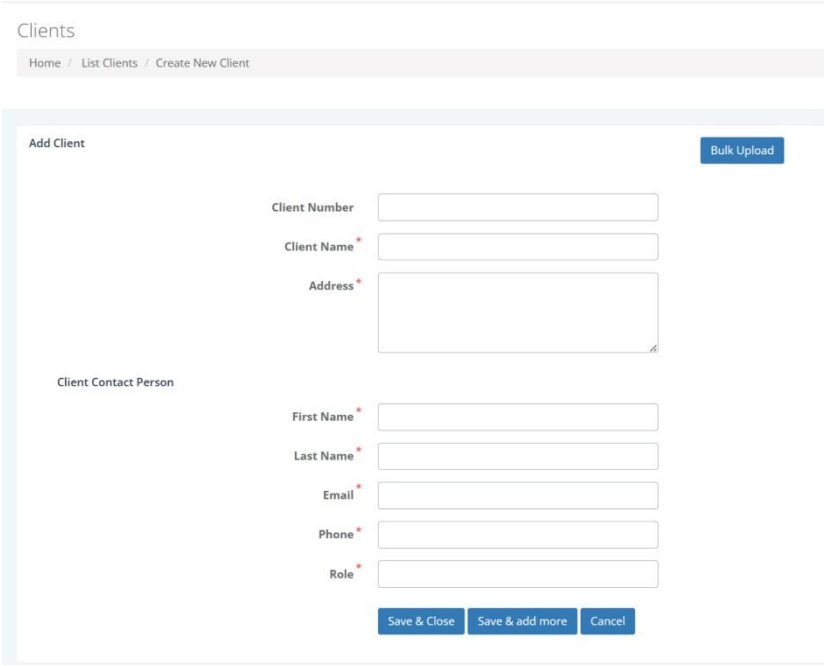


**Figure 1 – Add New Client Form**

Click here to view the Add New Client article and video

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