

Add a Region

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Depending on your administrative role, you may be able to add region domains within your Customer domain hierarchy.

To add a region

1. On the **Settings** tab, click **Domains**. The *Domains* page opens.
2. Expand the domain hierarchy in the left pane. The pane shows the existing regions.
3. Click **Add Region**. The right pane shows the fields to complete.
4. Enter the region's **Name**.
5. Enter its **Description**.
6. If appropriate, select **Contact 1** and **Contact 2**.
7. Enter the region's primary address.
8. Enter the region's **Phone 1** and **Phone 2**.
9. Enter the **Fax** number.
10. Click **Save**.