

Add a Location

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Depending on your administrative role, you may be able to add one or more location domains within your Customer domain hierarchy. Refer also to [Add a Sub location](#).

To add a location

1. On the **Settings** tab, click **Domains**. The *Domains* page opens.
2. Expand the top level of the hierarchy in the left pane. The pane shows the existing regions.
3. Locate, expand, and select the appropriate region. The left pane shows the existing locations.
4. Click **Add Location**. The right pane shows the fields to complete.
5. Enter the location's **Name**.
6. Enter its **Description**.
7. Select **Contact 1** and **Contact 2**.
8. Enter the **Agency Number** and select the **Location Type**.
9. Enter the location's primary address.
10. Enter the location's **Phone 1** and **Phone 2**.
11. Enter the **Fax** number.
12. Click **Save**.