## **B2B - Adding a Portal**

Last Modified on 04/02/2020 12:49 pm EDT

<ul> <li>Head to the Admin Settings for your account</li> </ul>		
	0	
Admin		
Seneral	Settings	Users & Roles
Import	Company Info	► Roles
Profile Lists	<ul> <li>Company Preferences</li> </ul>	► Users
Doc Status	<ul> <li>Custom Fields</li> </ul>	<ul> <li>Billing and Subscription</li> </ul>
Alerts	<ul> <li>Page Layouts</li> </ul>	
ECommerce Integration	<ul> <li>Email Templates</li> </ul>	
Shipping Integration	<ul> <li>Form Templates</li> </ul>	
Accounting Integration	<ul> <li>Label Templates</li> </ul>	
Label Printing		
EDI Integration		

- Click on B2B Customer Portals
- Click the Add Portal button
- A dialog pops up that says 'Enter a Domain Name'
  - This will be your portal's URL domain (Ex. **aodemo**.ordertime.com)
  - It must be unique
  - No special characters
  - All one word
  - This is usually your company name (Ex. JoeManufacturing.ordertime.com)
- From here, you will be transported to the page where you <u>Configure</u> <u>the Portal Settings</u>.

## **Return to the B2B Portal Guide**