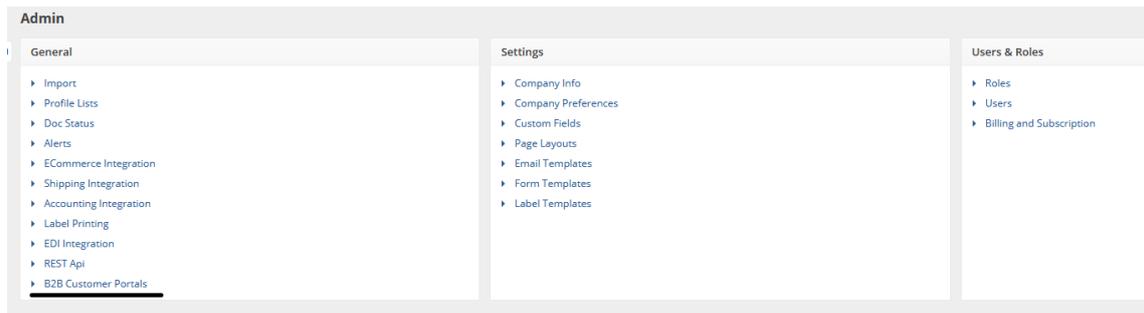


B2B - Adding a Portal

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

- Head to the Admin Settings for your account



- 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 **Configure the Portal Settings.**

[Return to the B2B Portal Guide](#)