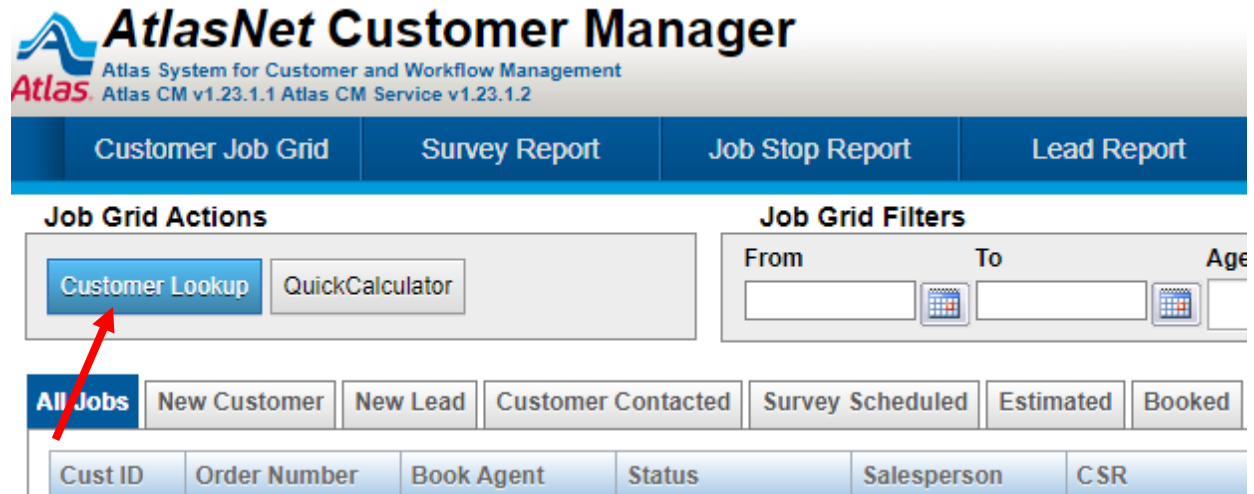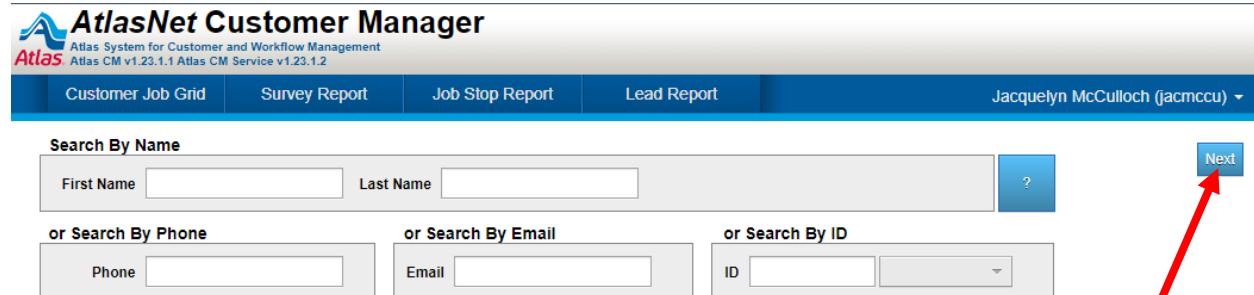# How to Add a New Customer into ACM

Please use the following instructions to add a new customer into ACM for all 80 series Private Client Business starting April 20th, 2020.

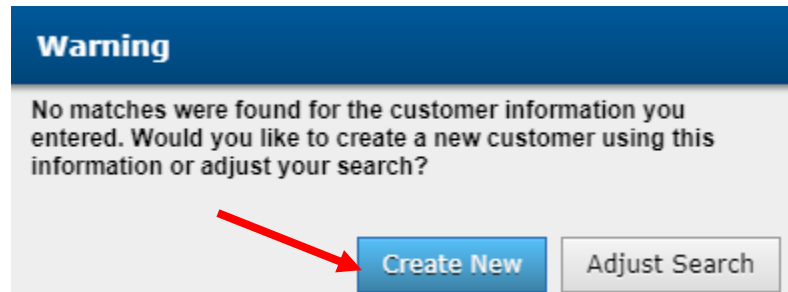**Step 1:** Click the "Customer Lookup" button

Step 2: Click the "Next" button

Step 3: Click the "Create New" button

Step 4: Fill out the Customer Details and click the "Save" button.

Please note: You must at the very least fill out all the * boxes.

Step 5: Once you have saved the Customer Details, a Business ID will be created for the new customer.

Click on the "Business ID" line to open up all the tabs you will need to work the lead.