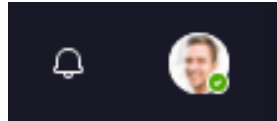


User Guide for adding a company to the ServiceNow platform.

Today I had the pleasure of creating a Company to be listed in the Servicenow platform.

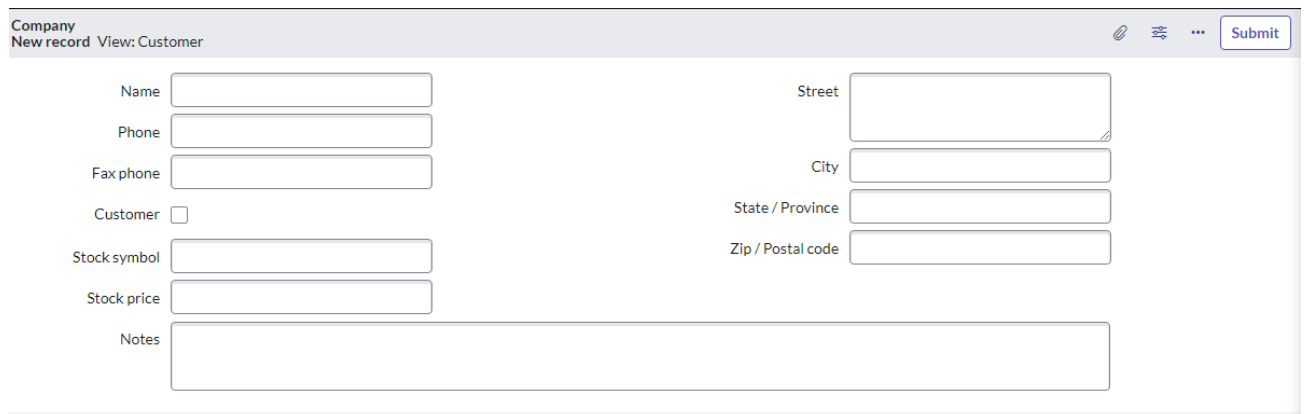
First things first, make sure you are logged in as a System Administrator.



Navigate to All → User Administration → Companies

Click New.

Complete the fields, as appropriate.



Company
New record View: Customer

Name

Phone

Fax phone

Customer

Stock symbol

Stock price

Notes

Street

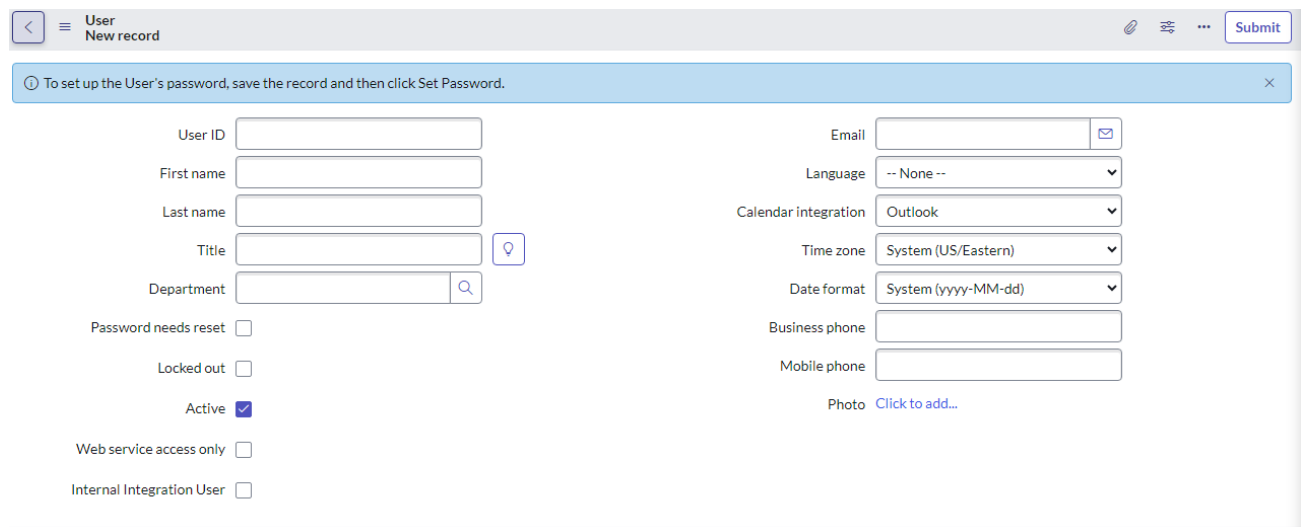
City

State / Province

Zip / Postal code

Submit

Create Users, Create Groups and add Users, or Create roles and assign them to users and groups.



User
New record

To set up the User's password, save the record and then click Set Password.

User ID

First name

Last name

Title

Department

Password needs reset

Locked out

Active

Web service access only

Internal Integration User

Email

Language -- None --

Calendar integration Outlook

Time zone System (US/Eastern)

Date format System (yyyy-MM-dd)

Business phone

Mobile phone

Photo [Click to add...](#)

Submit

User record

User
Abel Tuter

[Update](#) [Set Password](#) [Delete](#)

User ID	<input type="text" value="abel.tuter"/>	Email	<input type="text" value="abel.tuter@example.com"/> ✉
First name	<input type="text" value="Abel"/>	Language	-- None --
Last name	<input type="text" value="Tuter"/>	Calendar integration	Outlook
Title	<input type="text"/> 📍	Time zone	System (America/Los_Angeles)
Department	<input type="text" value="Product Management"/> 🔍 📄	Date format	System (yyyy-MM-dd)
Password needs reset	<input type="checkbox"/>	Business phone	<input type="text"/>
Locked out	<input type="checkbox"/>	Mobile phone	<input type="text"/>
Active	<input checked="" type="checkbox"/>	Photo	Click to add...
Web service access only	<input type="checkbox"/>		

[Update](#) [Set Password](#) [Delete](#)

Related Links

- [Assign Roles](#)
- [View Human Resources Profile](#)
- [View linked accounts](#)
- [View Subscriptions](#)
- [Reset a password](#)

Roles (3) **Groups (1)** Delegates Skills Subscriptions

[≡](#) [🔍](#) Group [⚙](#) [-](#) Actions on selected rows... [New](#) [Edit...](#)

User = Abel Tuter

<input type="checkbox"/> 🔍 Group
Application Analyst

« [◀](#) **1** to 1 of 1 [▶](#) »

That's it Company created and Users, Roles, and Groups created as well.