

# Create a New Location for an Account

*Note: You must **create an account** before you can create a location or a **new POS**.*

1. From the **Operations** page click/tap on the **three-line menu button** at the top left of the screen
2. Select the **Accounts** page
3. Click/Tap on the **red circle with three dots** at the top right of your screen
4. Click/Tap **Create Location** to open the **Create Location** window
  - a. Add the information for the new **Location** then click/tap **Next** to return to the **Accounts** page

[Video: Create a new Location for an Account]