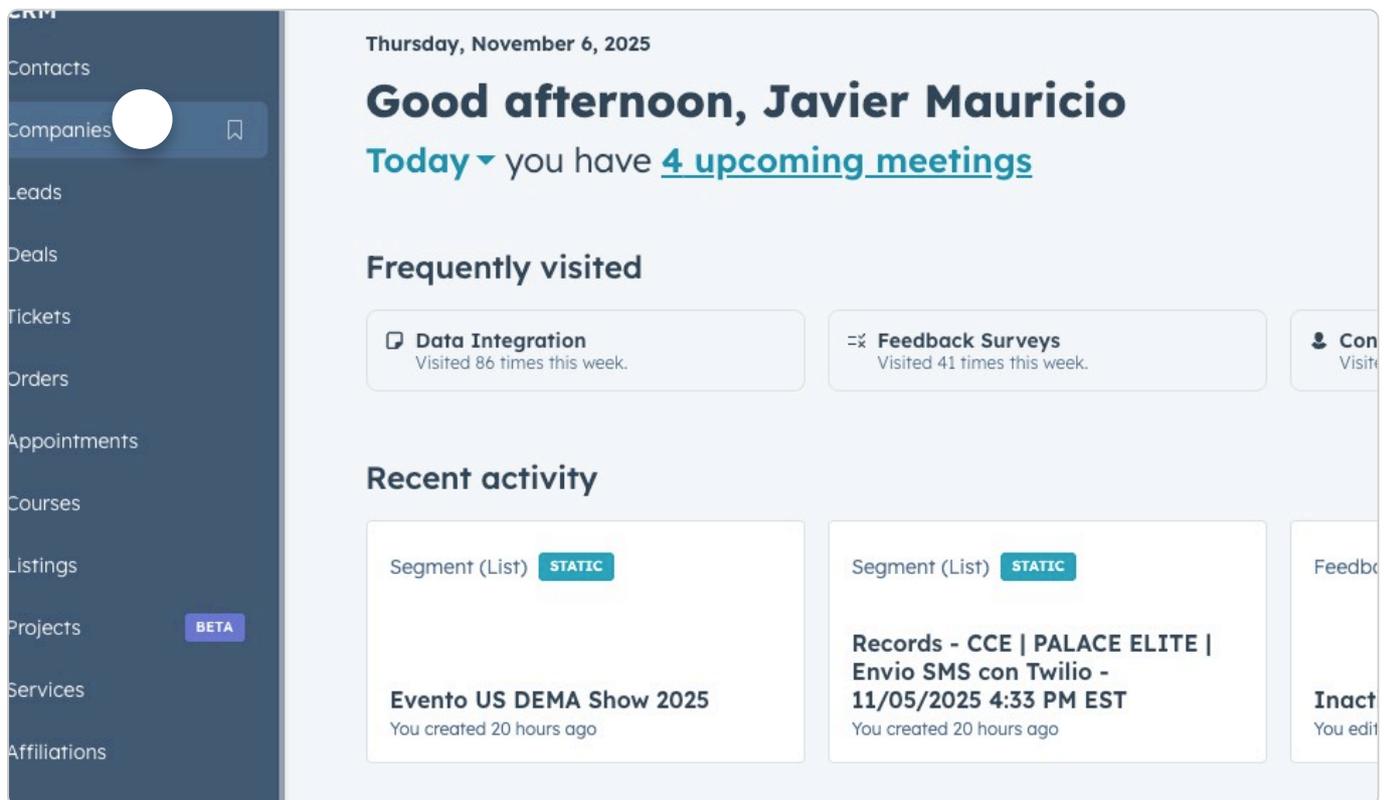


# MICE - How to create Companies

Last updated: Nov 6, 2025

1 **Navigate to Global Home | HubSpot**

2 **Click on Companies**



3

### Click on Add companies

The screenshot shows a software interface with a top navigation bar containing tabs: 'esas...', 'My companie...', 'All comp...', 'Agencies', 'All companies...', and 'Emea Com...'. On the right side of the navigation bar, there is a '+' icon, a three-dot menu icon, and a red button labeled 'Add companies'. Below the navigation bar is a toolbar with a search icon, 'Table view', 'Edit columns', 'Filter (1)', 'Sort', 'Metrics', 'Export', and 'Save'. A section titled 'Advanced filters' is visible, containing a magnifying glass icon. At the bottom, there is a pagination control showing 'Next >' and '25 per page'.

4

### Click on Create new

The screenshot shows the same software interface as above, but with a message displayed: 'No Companies match the current filters.' Below the message, it says 'Expecting to see new Companies? Try again in a few seconds as the system catches up.' To the right of the message is a magnifying glass icon. In the top right corner, a dropdown menu is open, showing a 'new' button and an 'Import' button. The 'new' button is highlighted with a white circle. The rest of the interface, including the navigation bar, toolbar, and pagination controls, remains the same.

5

## Click on Company domain name

Enter de domain name

The screenshot shows the HubSpot interface. On the left, a search results page for 'Companies' is displayed. The search bar contains 'Search'. Below the search bar, there are filters for 'Company owner (1)', 'Create date', 'Last activity date', and 'Lead status'. The main content area shows a message: 'No Companies match the current filters. Expecting to see new Companies? Try again in a few seconds as the system catches up.' Below this message are navigation links for 'Prev', 'Next', and '25 per page'. On the right, the 'Create Company' form is open. The form has a title 'Create Company' and a close button. It contains several input fields: 'Company domain name' (with 'ciscenterprise.com' entered), 'Company name \*', 'Legal Name', 'Country/Region', 'State/Region', 'City', 'Street address', 'Postal code', and 'Phone number'. At the bottom of the form are three buttons: 'Create', 'Create and add another', and 'Cancel'. A red circle with the number '4' is overlaid on the bottom-left corner of the search results page.

6

## Click on Company name

Enter the company name

This is a close-up view of the 'Create Company' form. The form is titled 'Company domain name' and has a close button in the top right corner. The 'Company domain name' field contains 'ciscenterprise.com'. The 'Company name \*' field is highlighted with a white circle, indicating it is the focus of the next step. Below this field are several other input fields: 'Legal Name', 'Country/Region', 'State/Region', 'City', and 'Street address'. The 'Company name \*' field is currently empty.

7

## Click on Legal Name

Enter the legal name of the company

More	Clear all	Advanced filters
<p>es match the S.</p> <p>ew Companies? Try again s the system catches up.</p> 		
<p>&lt; Prev Next &gt; 25 per page ▾</p>		
<p>ciscoenterprise.com</p>		
<p><b>Company name *</b></p> <p>Cisco Enterprise</p>		
<p><b>Legal Name</b></p> <p> </p>		
<p><b>Country/Region</b></p> <p></p>		
<p><b>State/Region</b></p> <p></p>		
<p><b>City</b></p> <p></p>		
<p><b>Street address</b></p> <p></p>		

8

## Click on Country/Region

Enter the country for the company, use only 2 digits (MX,US,CA)

<p>ies match the rs.</p> <p>ew Companies? Try again s the system catches up.</p> 		
<p>&lt; Prev Next &gt; 25 per page ▾</p>		
<p><b>Company name *</b></p> <p>Cisco Enterprise</p>		
<p><b>Legal Name</b></p> <p>Cisco</p>		
<p><b>Country/Region</b></p> <p> </p>		
<p><b>State/Region</b></p> <p></p>		
<p><b>City</b></p> <p></p>		
<p><b>Street address</b></p> <p></p>		
<p><b>Postal code</b></p> <p></p>		

9

## Click on State/Region

Enter 2 for the state

Companies match the filters.

See new Companies? Try again  
as the system catches up.



< Prev Next > 25 per page ▾

Cisco Enterprise

Legal Name

Cisco

Country/Region

US

State/Region

|

City

Street address

Postal code

10

## Click on City

See new Companies? Try again  
as the system catches up.



< Prev Next > 25 per page ▾

Legal Name

Cisco

Country/Region

US

State/Region

WA

City

|

Street address

Postal code

Phone number

11

## Click on Street address

See new Companies? Try again  
as the system catches up.



< Prev Next > 25 per page ▾

Country/Region

US

State/Region

WA

City

Washington

Street address

|

Postal code

Phone number

|

|

12

## Click on Postal code

See new Companies? Try again  
as the system catches up.



< Prev Next > 25 per page ▾

State/Region

WA

City

Washington

Street address

Ben Franklin street

Postal code

|

Phone number

|

IATA

|

CLIA

|

13

## Click on Phone number

Here you need to enter a valid phone number according to the country code

+ More Clear all = Advanced filters

Companies match the filters.

See new Companies? Try again as the system catches up.



< Prev Next > 25 per page ▾

Select a country code and enter a phone number.

Postal code  
Remove number formatting ⓘ  
1234  
Apply Cancel

Phone number

IATA

CLIA

ARC

E-mail

14

## Click on IATA

This field is optional

Companies match the filters.

See new Companies? Try again as the system catches up.



< Prev Next > 25 per page ▾

1234

Phone number

IATA

CLIA

ARC

E-mail

Brands  
Palace Resorts ×

15

## Click on CLIA

This field is optional

**Companies match the filters.**

to see new Companies? Try again  
conds as the system catches up.



**Phone number**

**IATA**

**CLIA**

**ARC**

**E-mail**

**Brands**

Palace Resorts x

< Prev Next > 25 per page ▾

16

## Click on ARC

This field is optional

to see new Companies? Try again  
conds as the system catches up.



**Phone number**

**IATA**

**CLIA**

**ARC**

**E-mail**

**Brands**

Palace Resorts x

< Prev Next > 25 per page ▾

17

## Click on E-mail

This field is optional

...ment completion by agent  
onds as the system catches up.

< Prev Next > 25 per page ▾

**IATA**  
optional

**CLIA**  
optional

**ARC**  
optional

**E-mail**  
|

**Brands**  
Palace Resorts ×

18

## Click on Create

< Prev Next > 25 per page ▾

**CLIA**  
optional

**ARC**  
optional

**E-mail**  
optional

**Brands**  
Palace Resorts ×

**Create** Create and add another