

# How do I open a support ticket within WHMCS as an administrator?

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Online URL:

<http://kbase.licensecube.com/billing-system/licenses/how-do-i-open-a-support-ticket-within-whmcs-as-an-administrator>

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The process for opening a support ticket within WHMCS as an administrator is quite easy and can be accomplished within a few simple steps. Please follow the step-by-step directions outlined below for your convenience:

- Login to WHMCS as an administrator
- Next, go to the "Support" section within the top menu
- Then, click on the sub-option called "Open New Ticket"
- Fill in all the corresponding files, or simply select the client from the list
- Finally, when ready to submit simply click "Open Ticket"

Should you have any further questions pertaining to your [WHMCS license](#), please feel free to get in contact with the LicenseCube support team for further assistance.