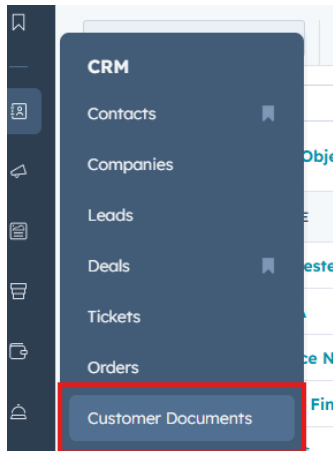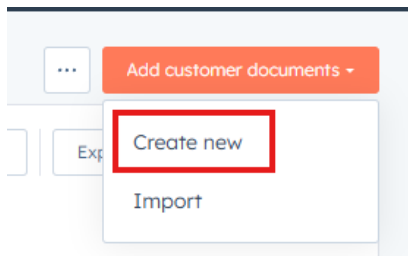# HubSpot CRM – Customer Documents

How to Store Customer Documents in HubSpot

1. In the navigation bar on the left side, click the **CRM** tab and select **Customer Documents**

2. On the right side of the Customer Documents page, select the orange button labelled **"Add Customer Documents"** and select **Create New**

3. Fill out all the required properties to create the Customer Document, ensuring the correct Document Type is selected and a Company associated and then select **"Create Customer Document"**

4. Once the Customer Document record is created, be sure to add the document as an attachment on that record