Paxton Entry - Creation & Administration of myPaxton portal for System Managers

Overview

To access the myPaxton portal you must first sign up for an account. One account is used to administer all sites managed by a single company.

This application note will guide you through the signup and administration of a new account.

Registering for an account

Depending on the type of business you wish to register, you can either register as an Installer or sign up as a System Manager.

Not sure which category you fall into?

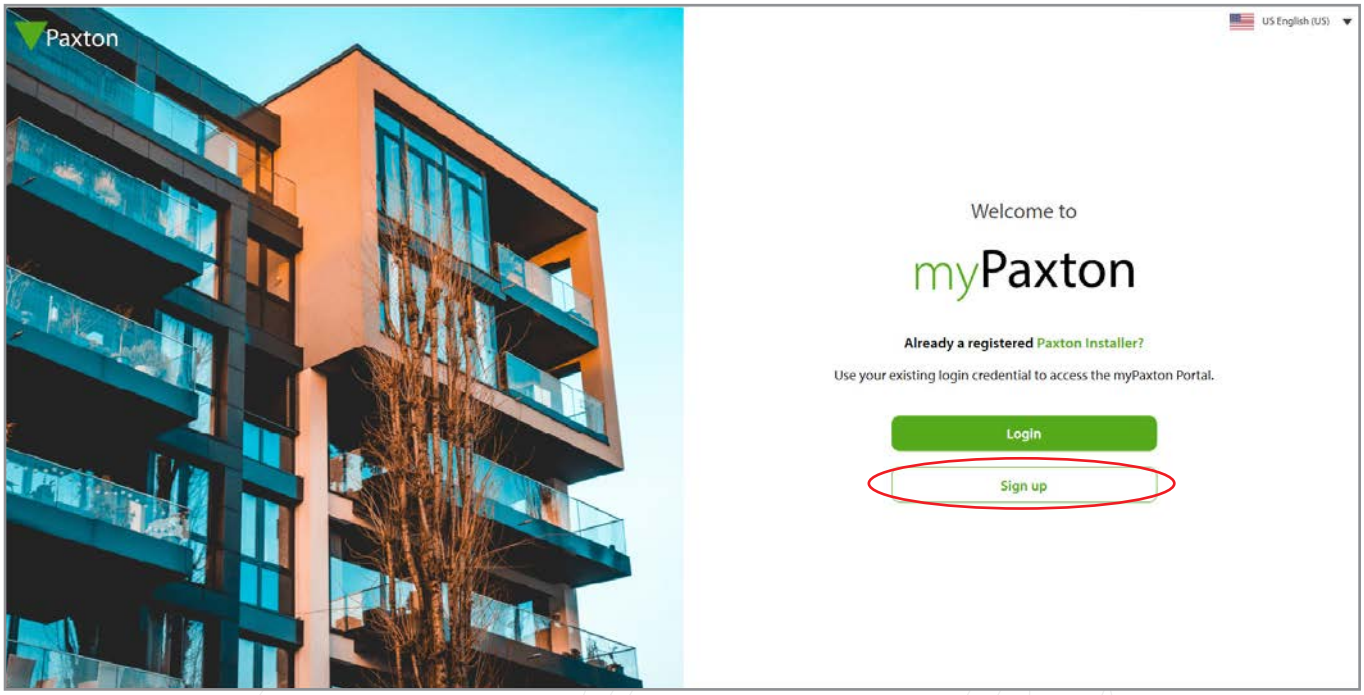
1. Does your company sell and install Paxton, or other access control products?
   - You're an **Installer**
2. Does your company offer a management service to a site with Paxton equipment?
   - You're a **System Manager**

System Manager account:
As a System Manager you will be required to set up automatic payments which will be processed on the 1st day of each month, when invoices are generated.

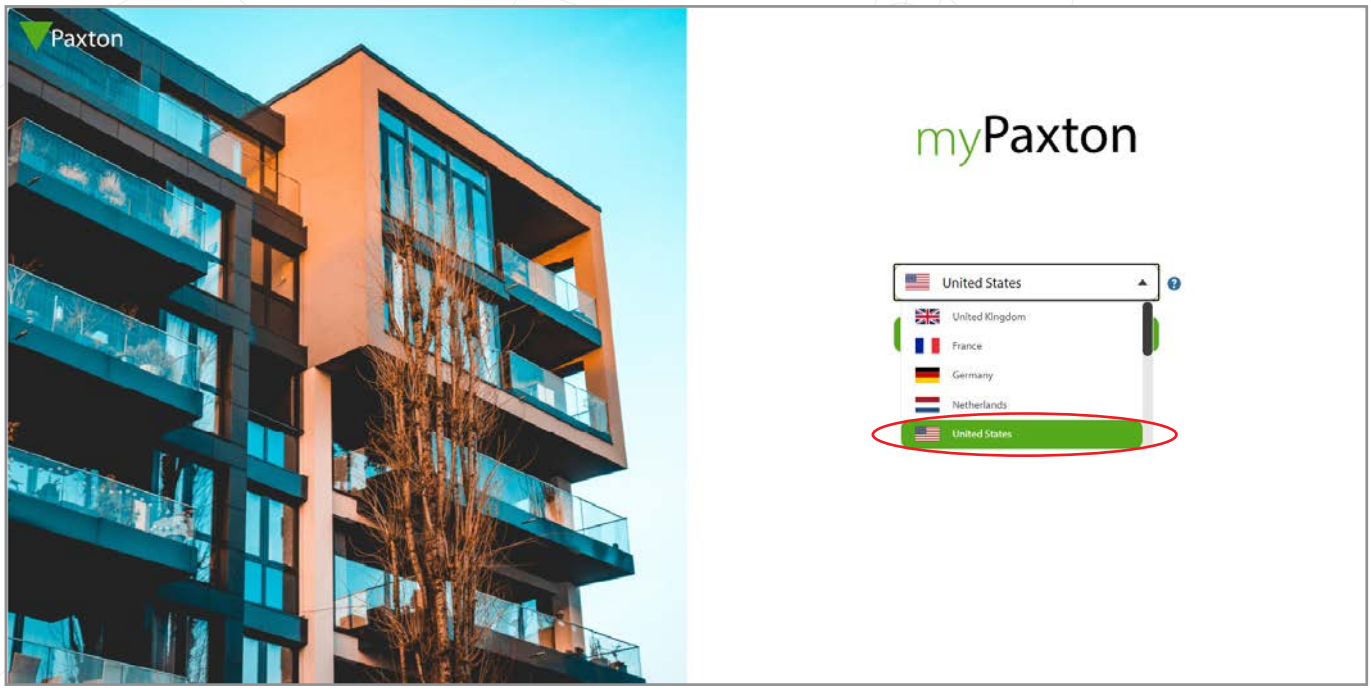
Signing up to the myPaxton portal

You can sign up for an account by going to myPaxton.com.

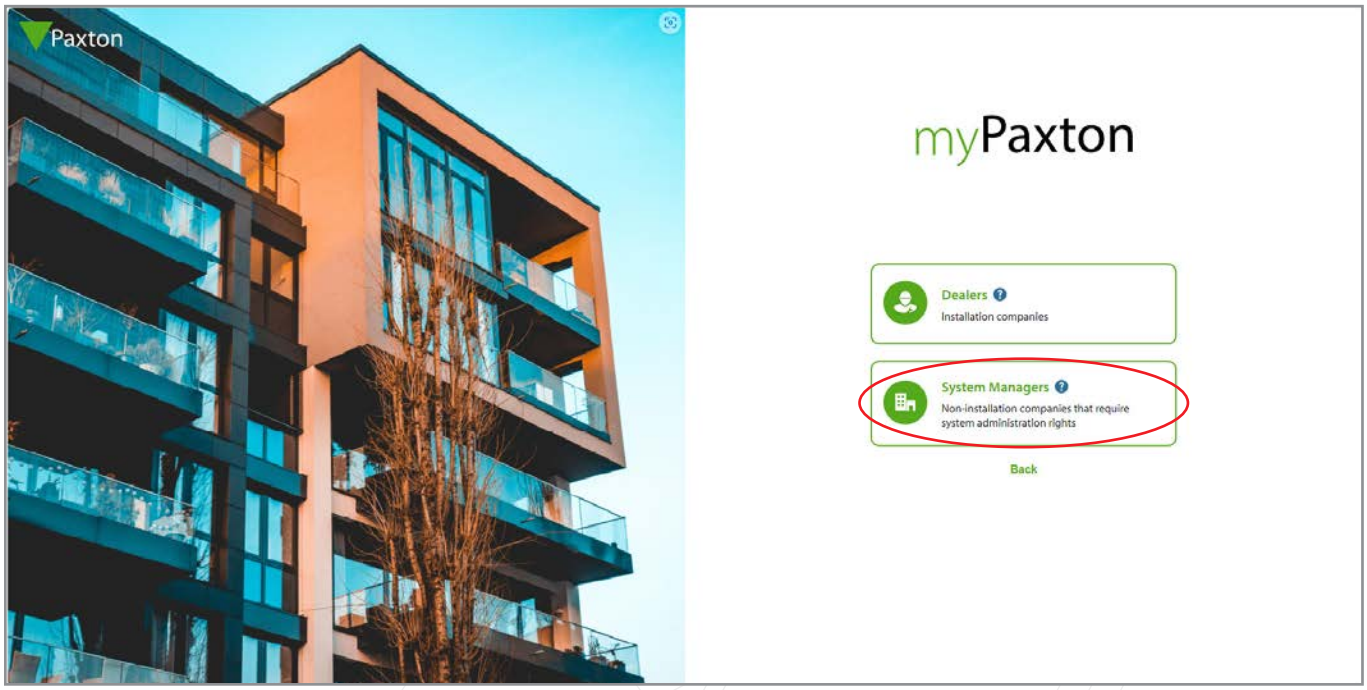
1. Click **'Sign up'**



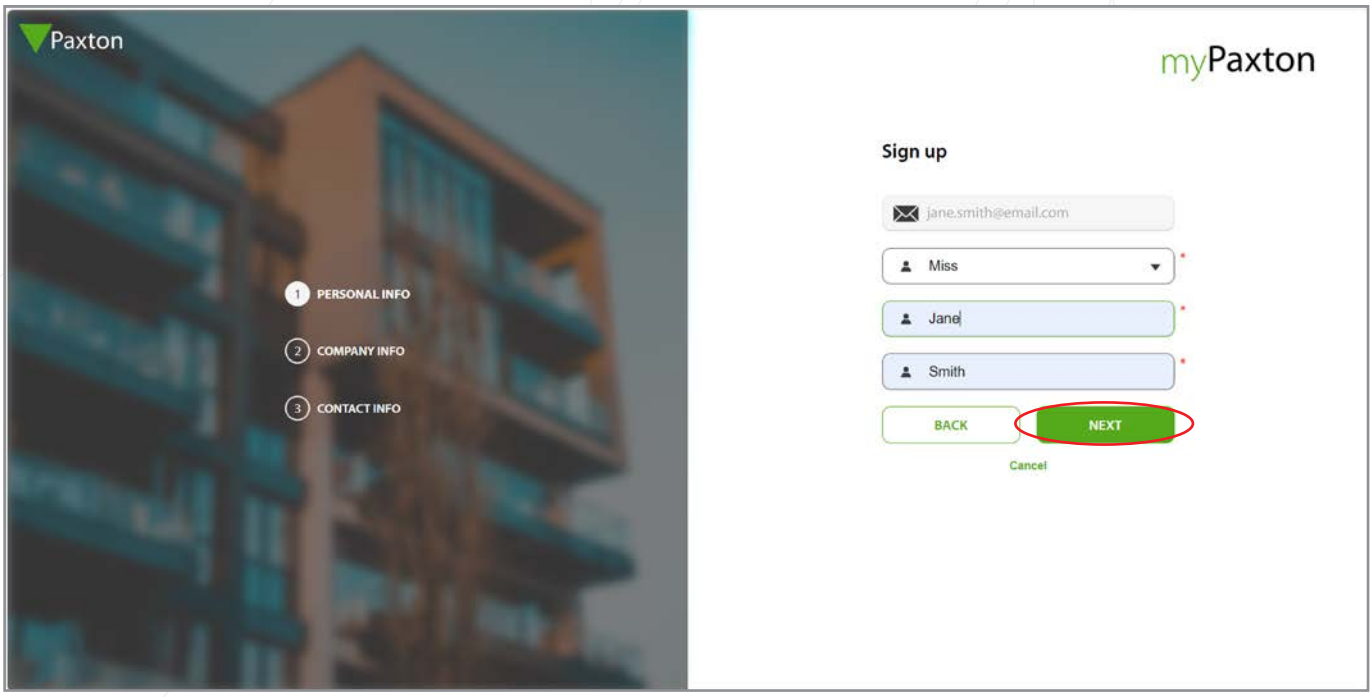
2. Select your country.



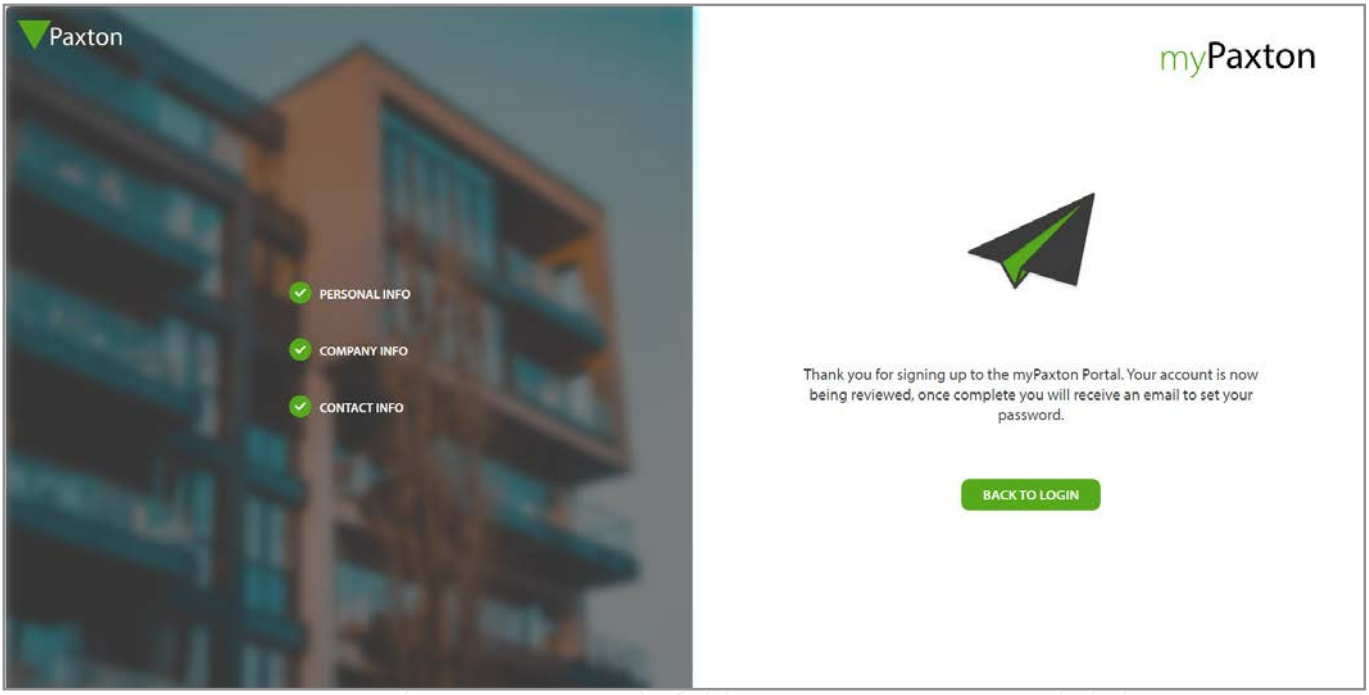
3. Choose **'System Manager'**



4. Fill in your personal, company and contact info and then click **'Next'**.

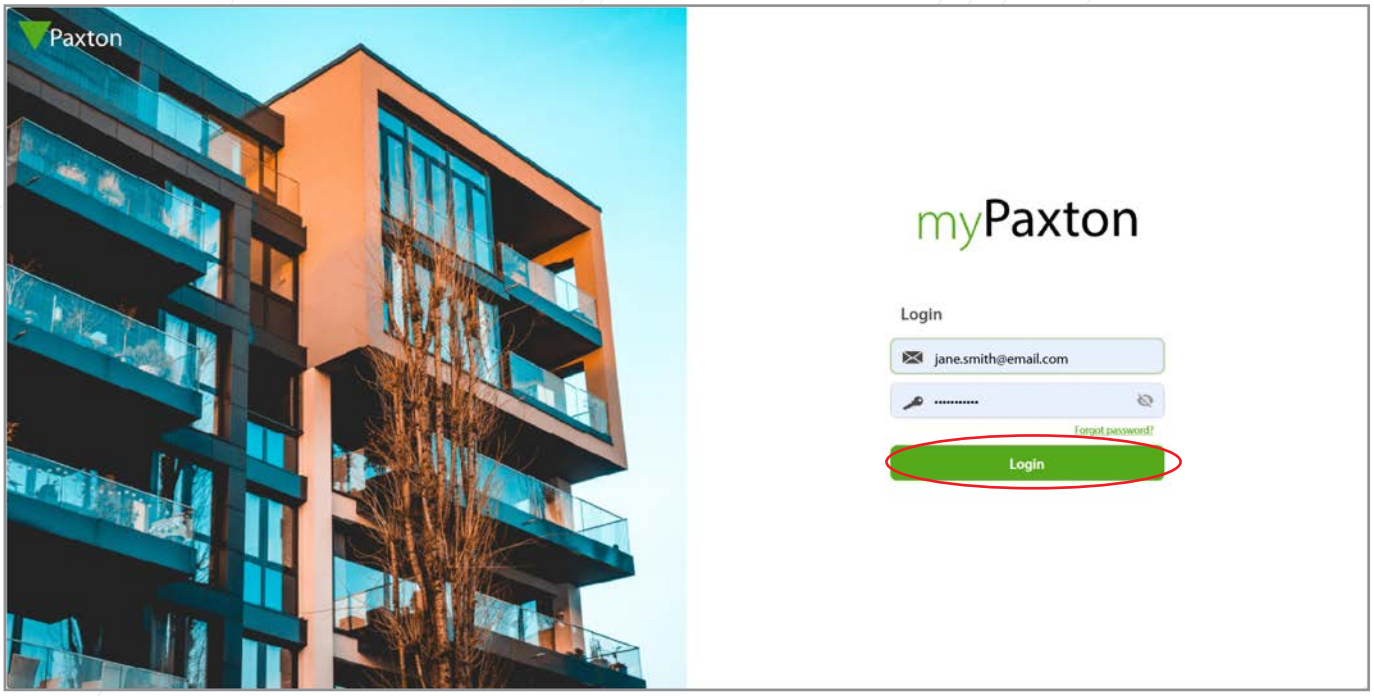


5. Your sign up request is submitted to Paxton for approval. Please note this can take up to one working day.

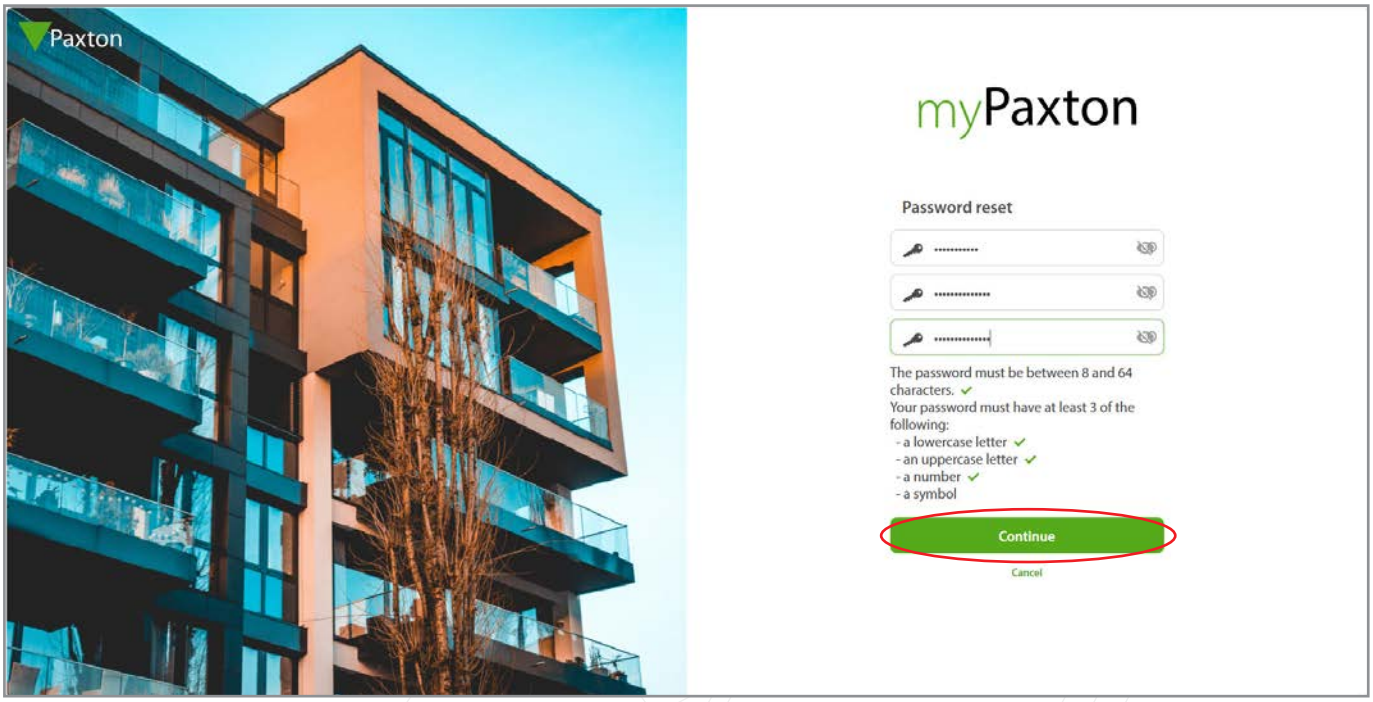


6. Once approved you will be emailed a temporary password which is used to set your permanent password.

7. Login using the email address you signed up with and the temporary password provided in the email.



8. After setting your password, click **'Continue,'** this will log you into the myPaxton portal.

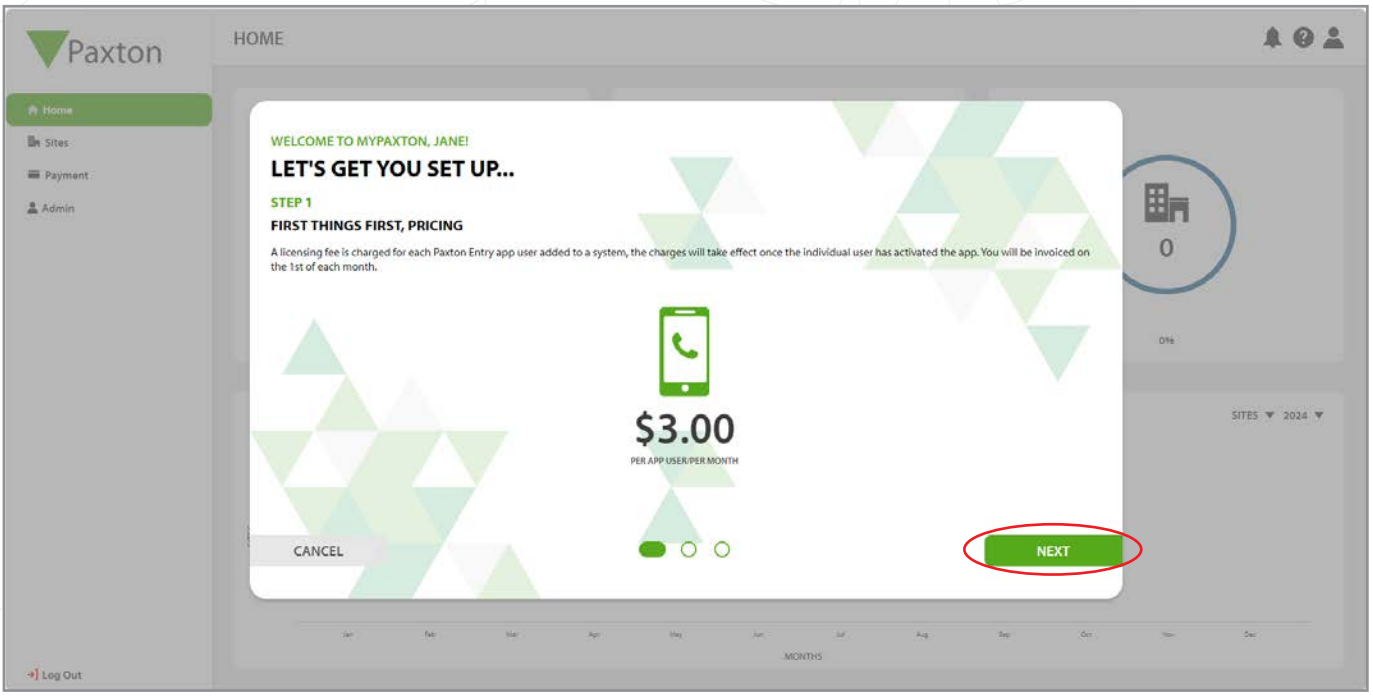


First login

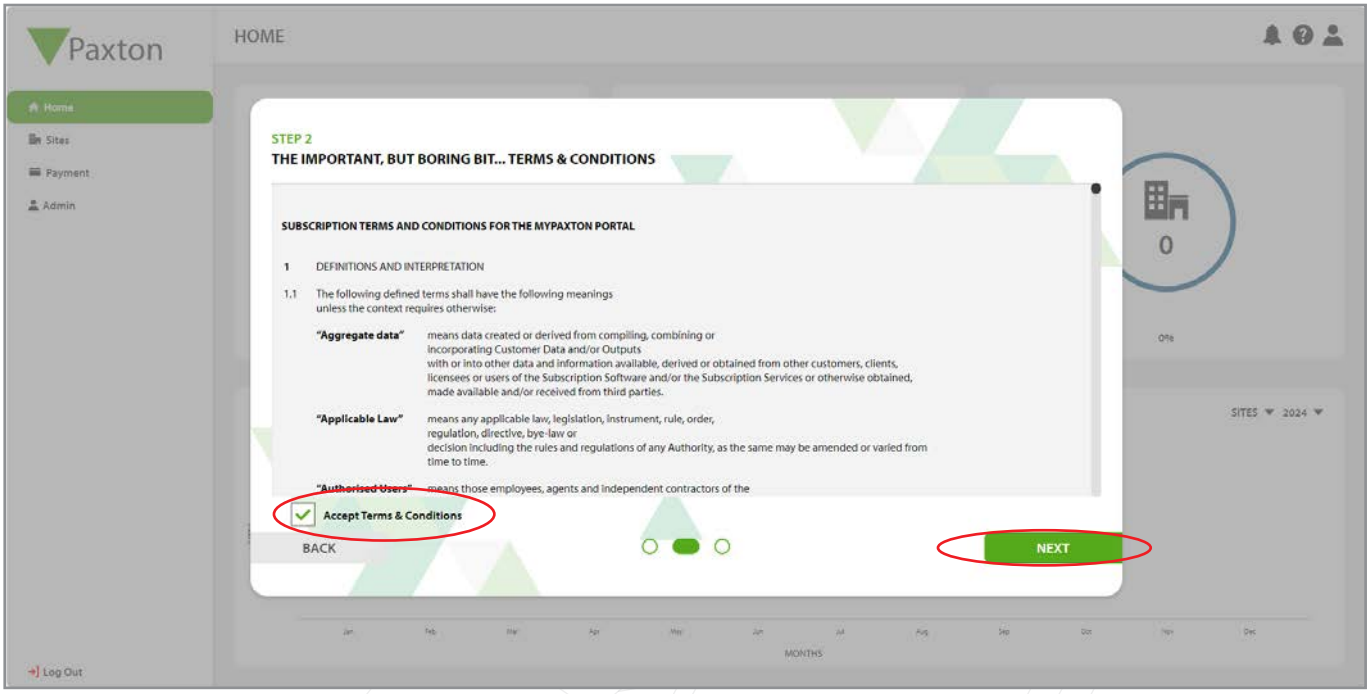
Once your account has been created and approved you can log into myPaxton.com.

The first time anyone from your company logs into the myPaxton portal they will be asked to setup the payment method. This is to handle payment of the sites you set up in your account.

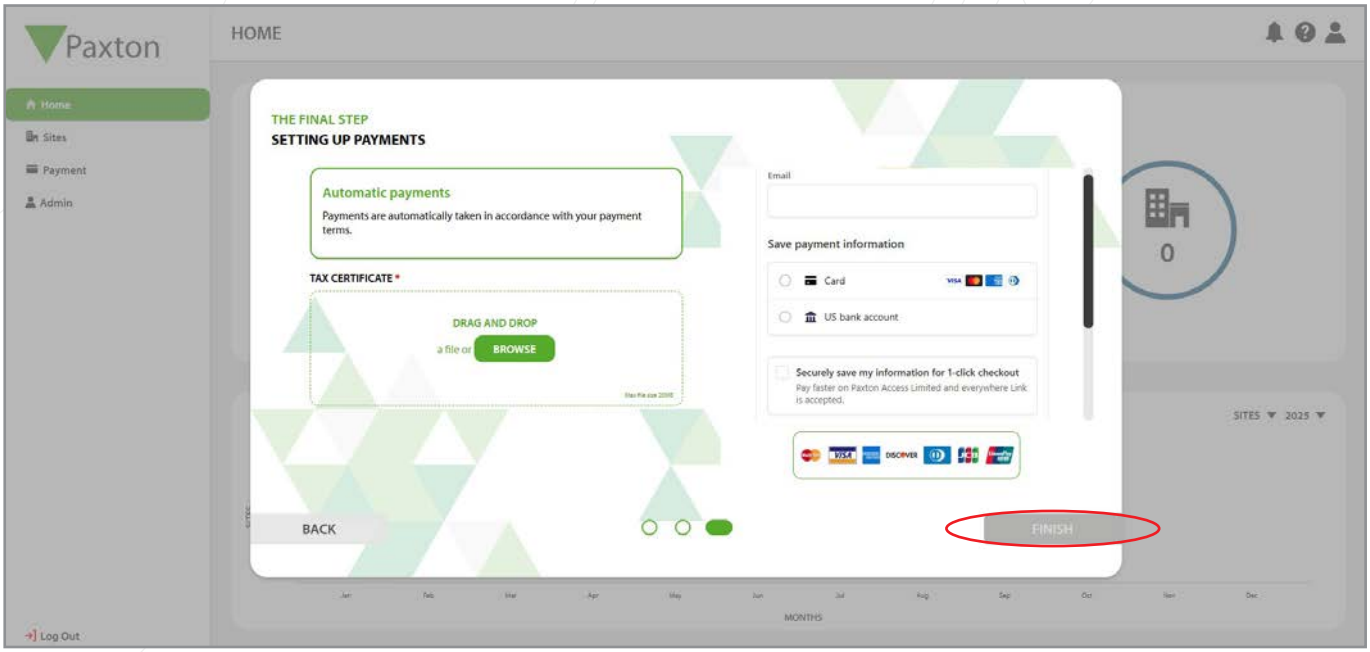
Now, let's get you set up...



You will be provided with the Terms and Conditions regarding payment, please read these before you accept. Then click **'Next'.**



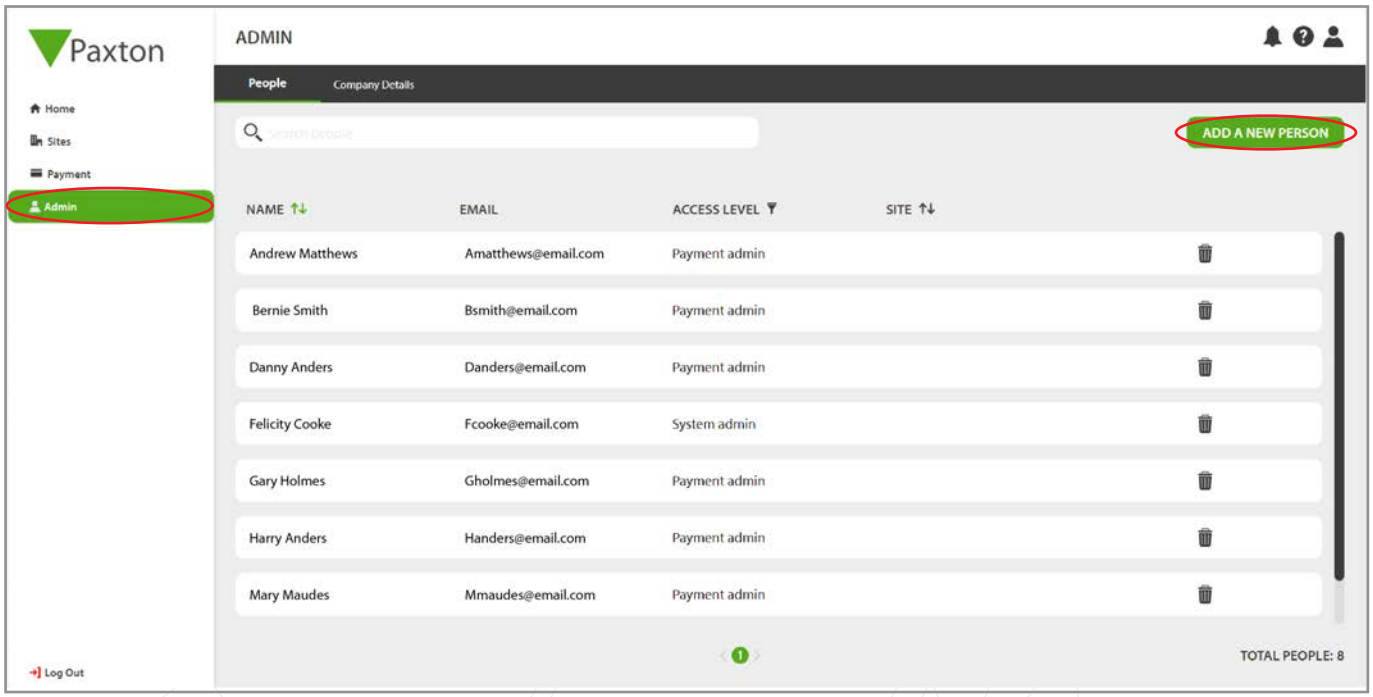
Finally, you will need to upload a valid tax certificate before entering your card details to set up automatic payments and click **'Finish'.**



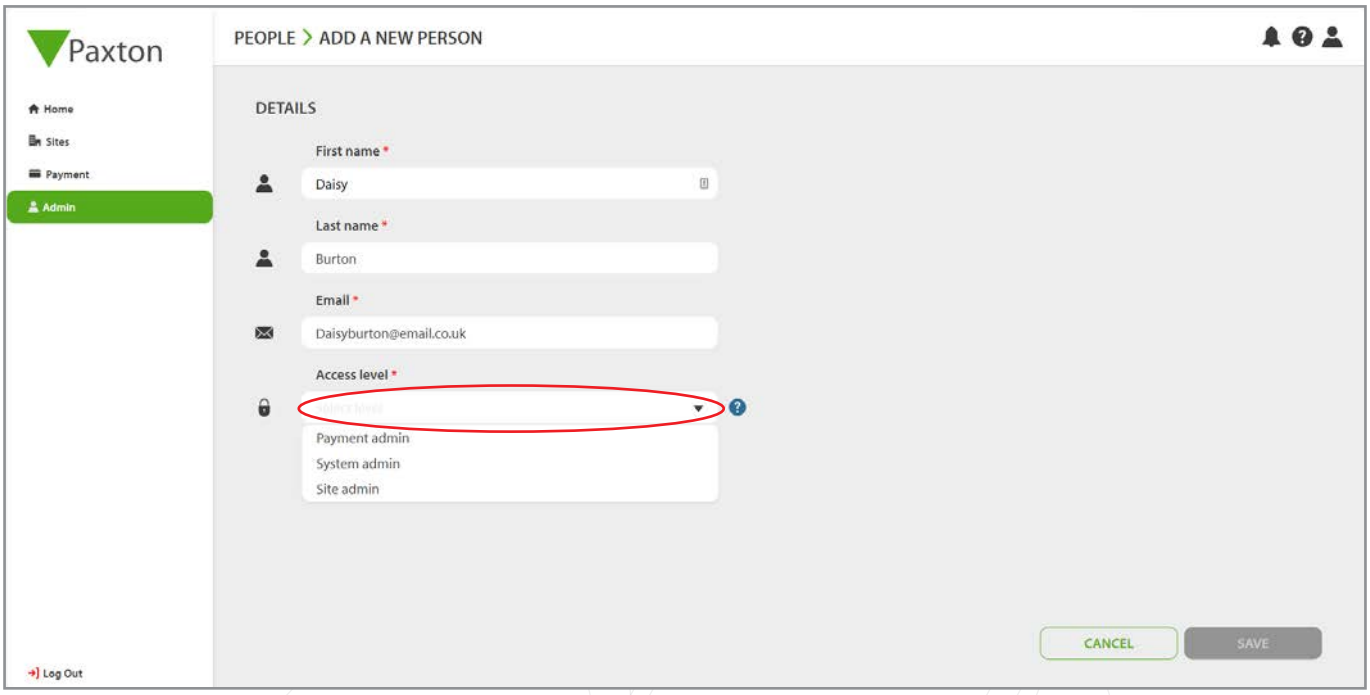
Adding users to your myPaxton portal

Multiple users can access the myPaxton portal to assist in the administration, setup, and payments of Paxton Entry app sites. Each user you invite to join your account can be given one of three distinct access levels that determine what they are able to do within the myPaxton portal. The steps taken to add a new user are outlined below:

1. Click the **Admin** tab
2. Click '**Add a new person**'



3. Enter their information. The email address they will use to access the myPaxton portal.
4. Select one of the 3 access levels in the dropdown (detailed below).
5. Click **'Save'.**
6. An email invite to myPaxton will be sent to the new user.



Payment Admin

Full access. Has the ability to administer all sites as well as setup and make payments.

System Admin

Has the ability to administer all sites. No visibility of payments.

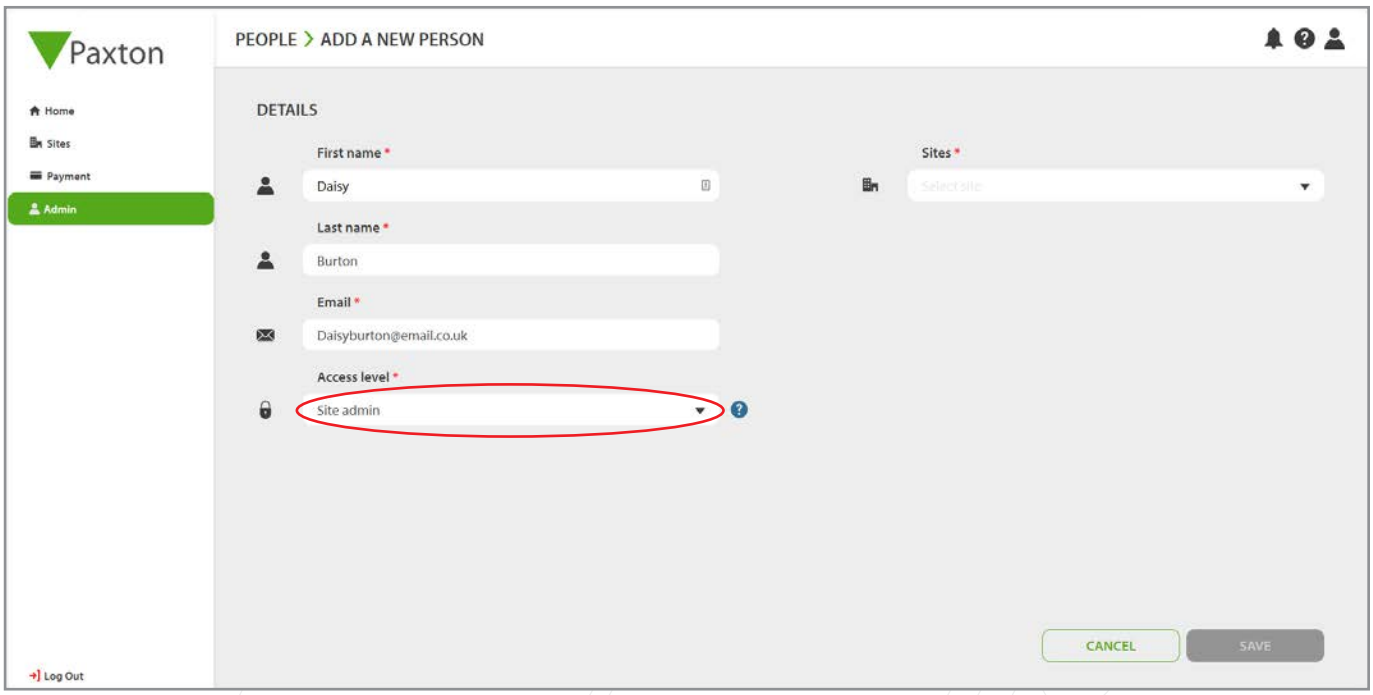
Site Admin

Can only administer selected sites. No visibility of payments.

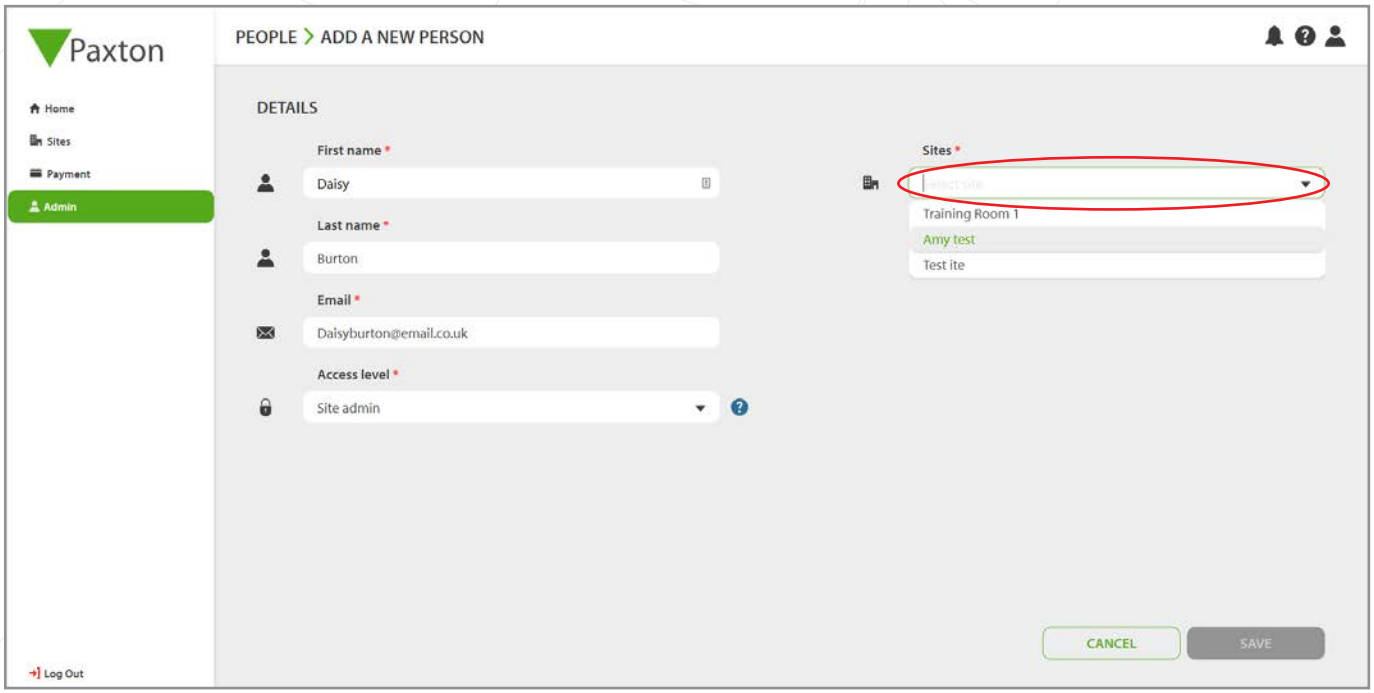
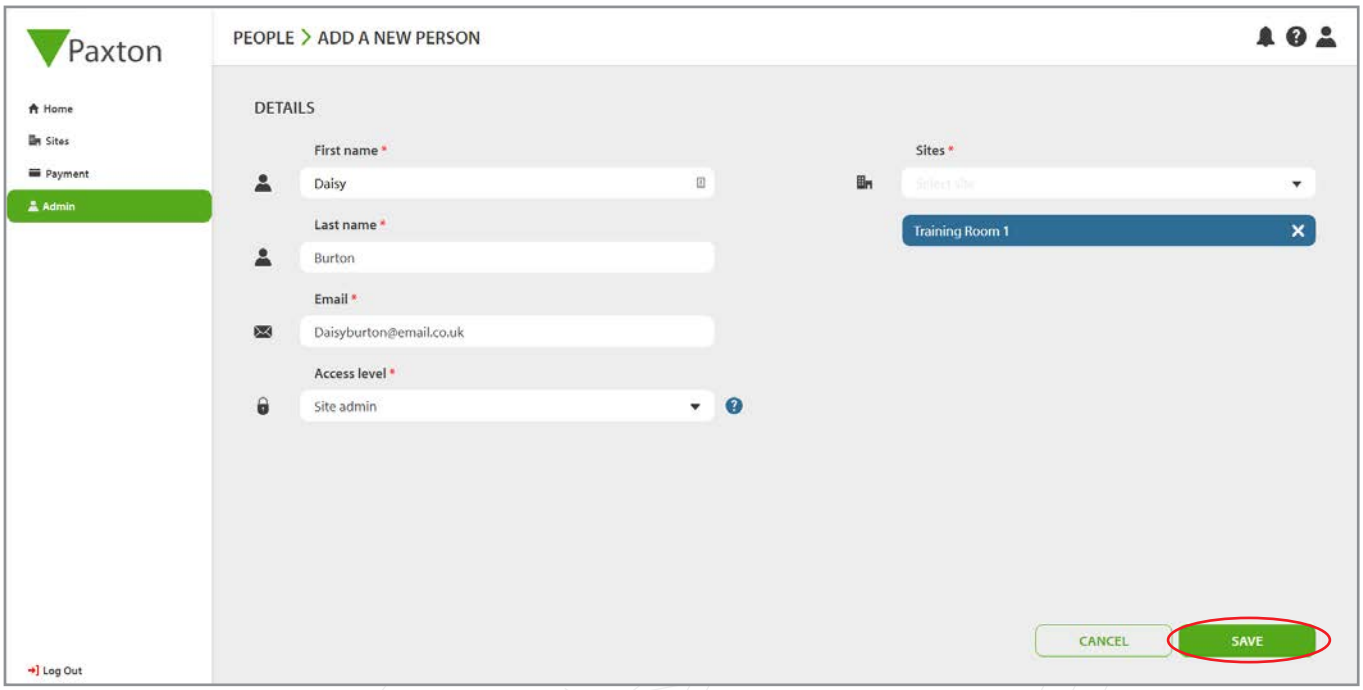
How to assign a site to a Site Admin

Payment and System Admins have the ability to assign and remove sites to/from Site Admins. There is no limit to the number of sites a Site Admin can be assigned to.

To assign a site to a Site Admin, first ensure you have '**Site Admin**' selected in the Access level.



1. Click the **'Site'** dropdown and select your site from the list. You find your site by either scrolling or typing the site name in the text field.



2. Once selected the site(s) will appear in a list format below the dropdown. Then click **'Save'**.