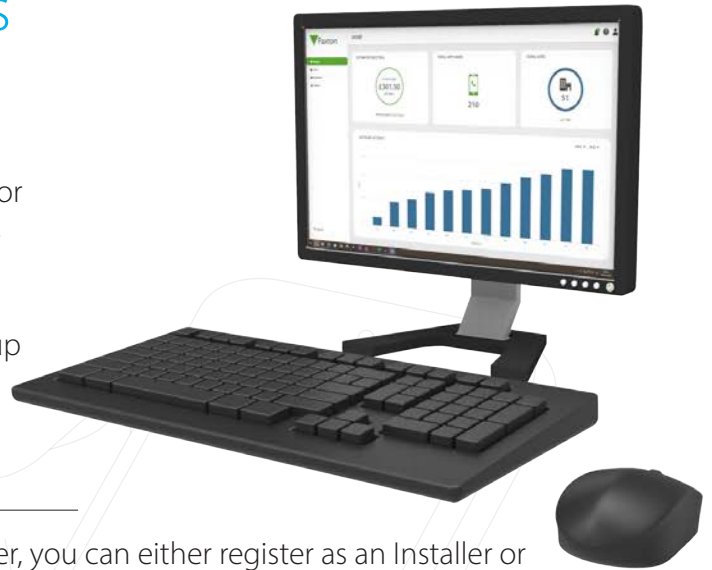


Paxton Entry - Creation & Administration of myPaxton portal for System Managers

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**

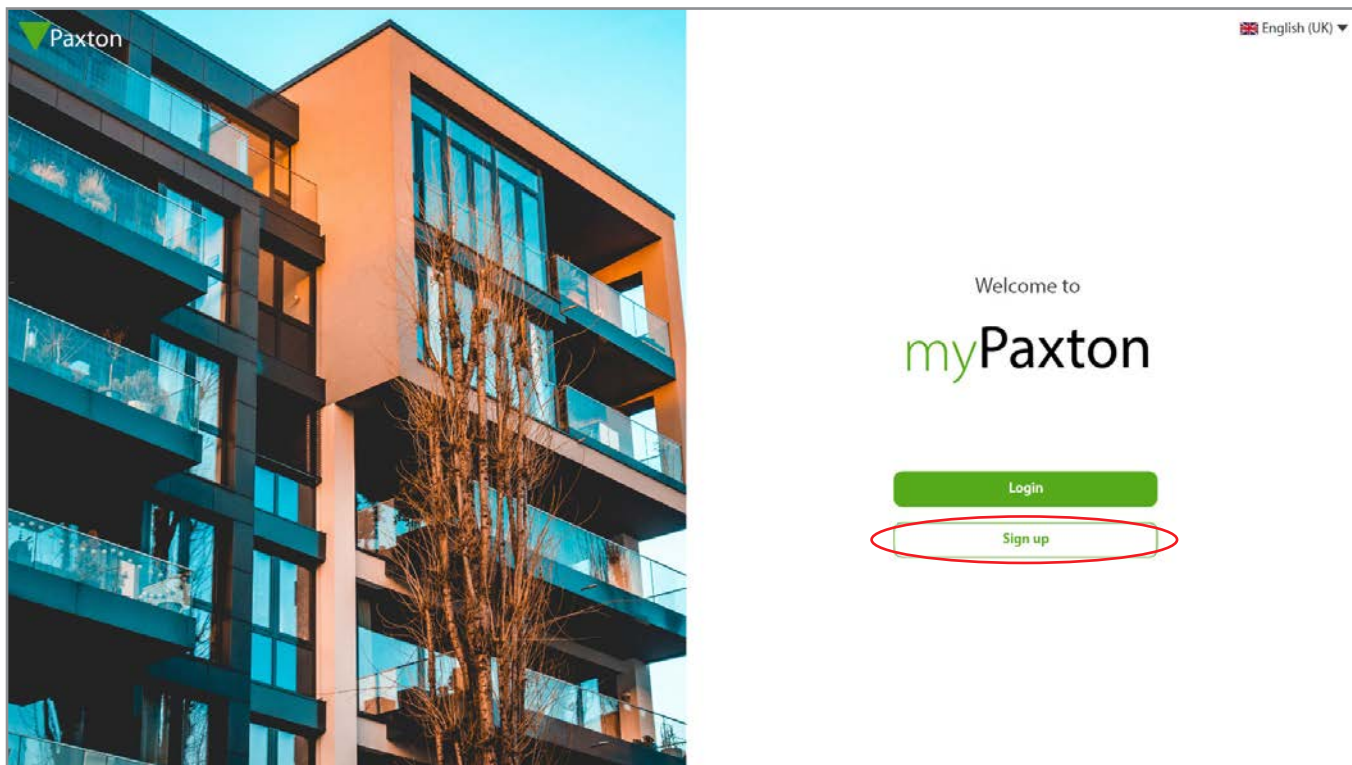
System Manager account:

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.

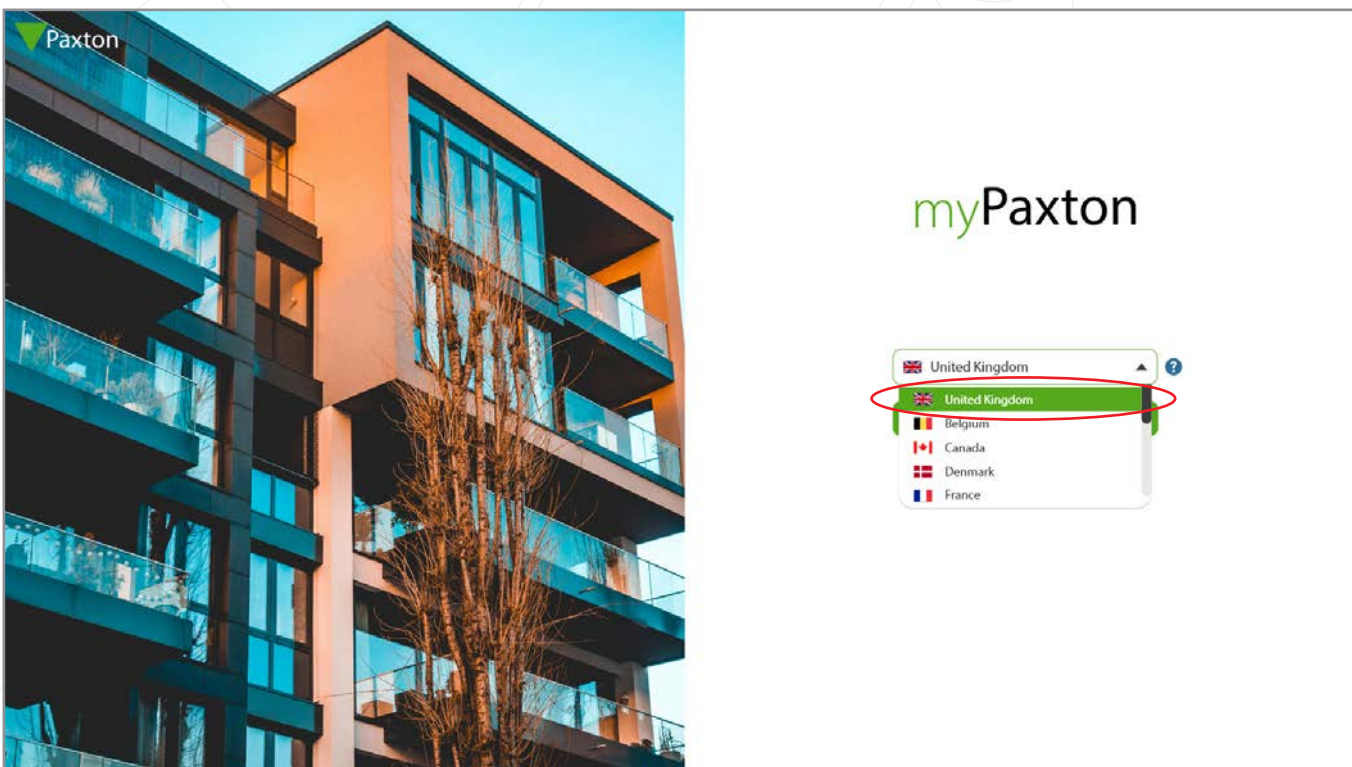
Signing up to the myPaxton portal

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

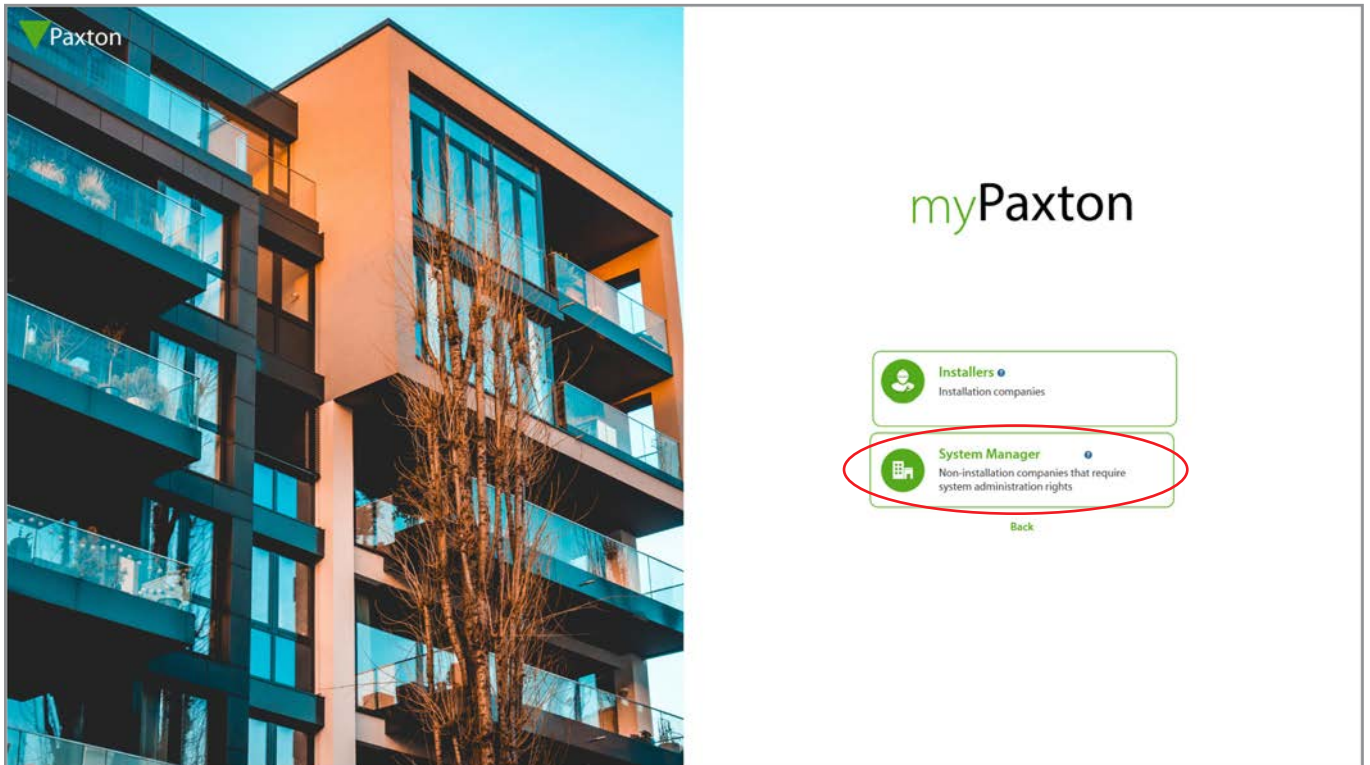
1. Click 'Sign up'



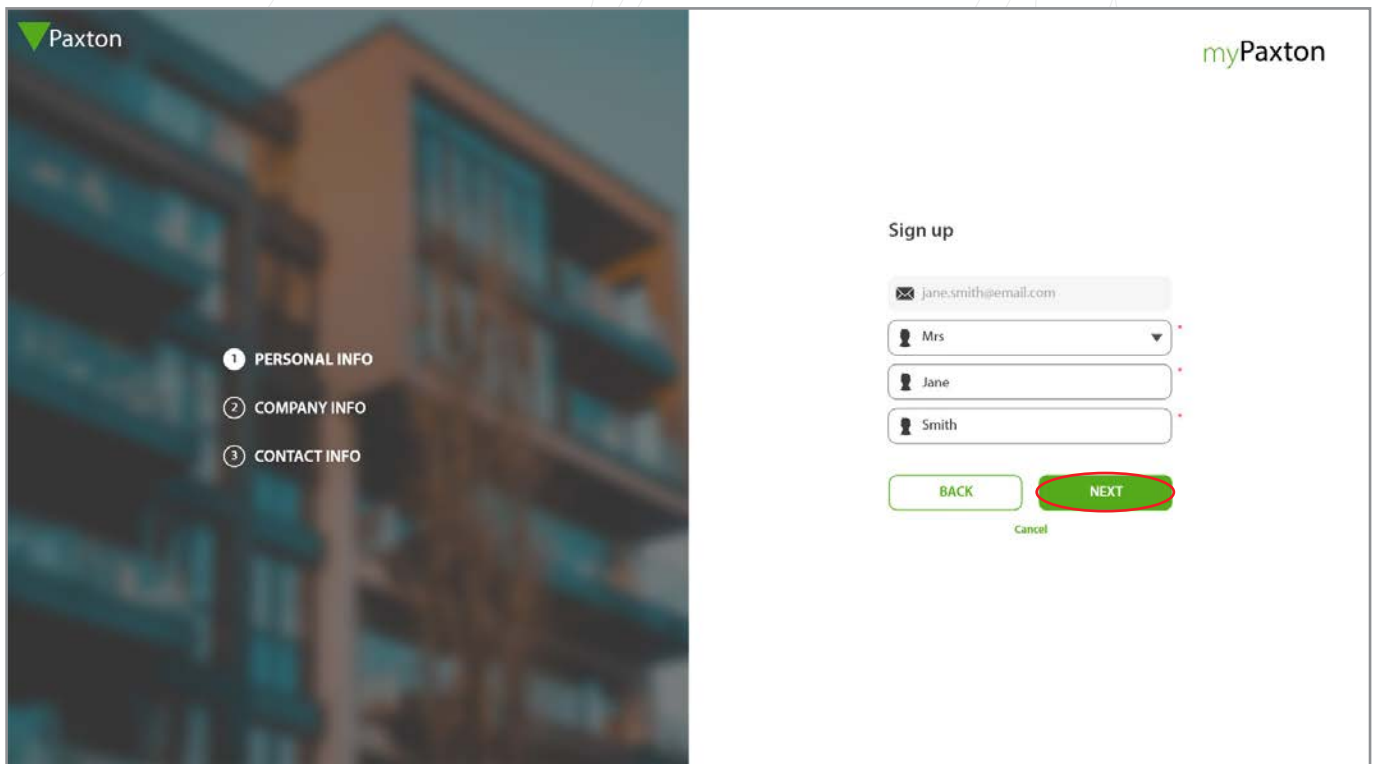
2. Select your country.



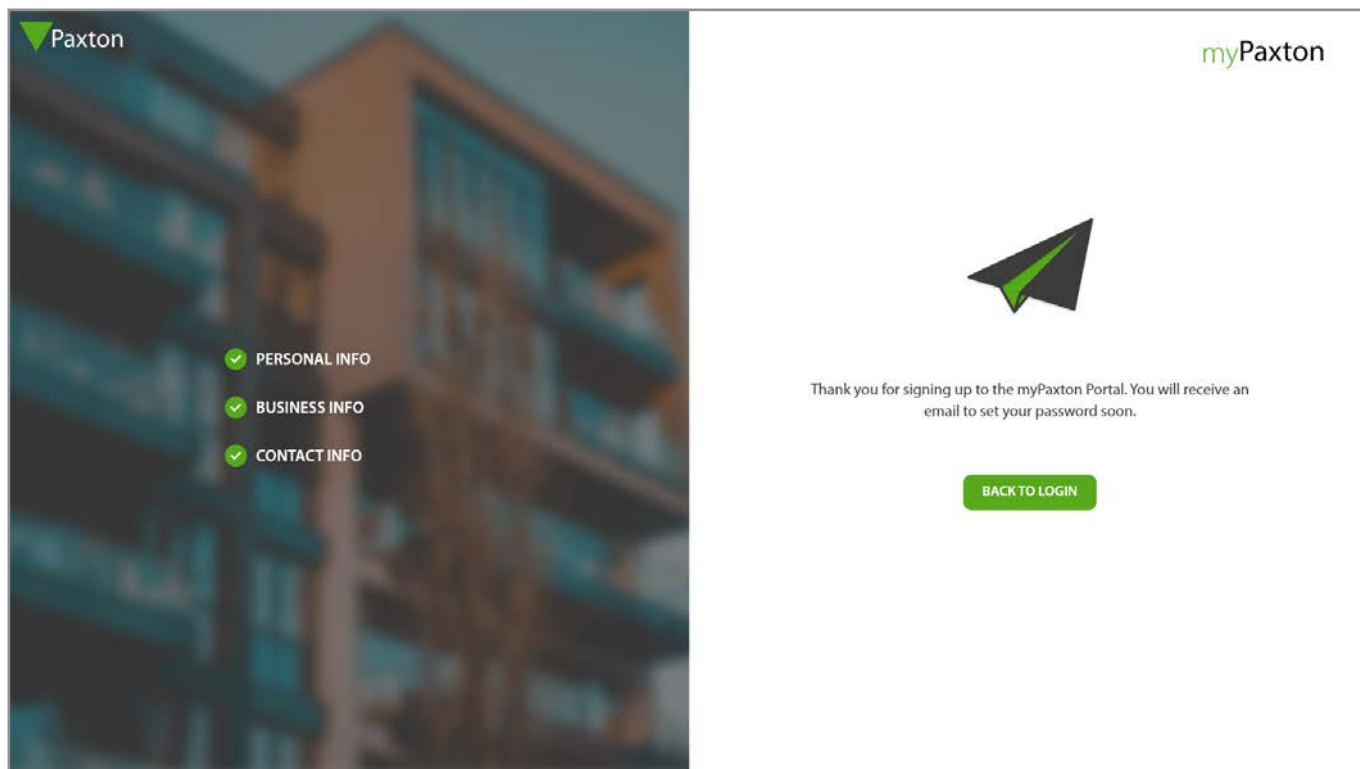
3. Choose 'System Manager'



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

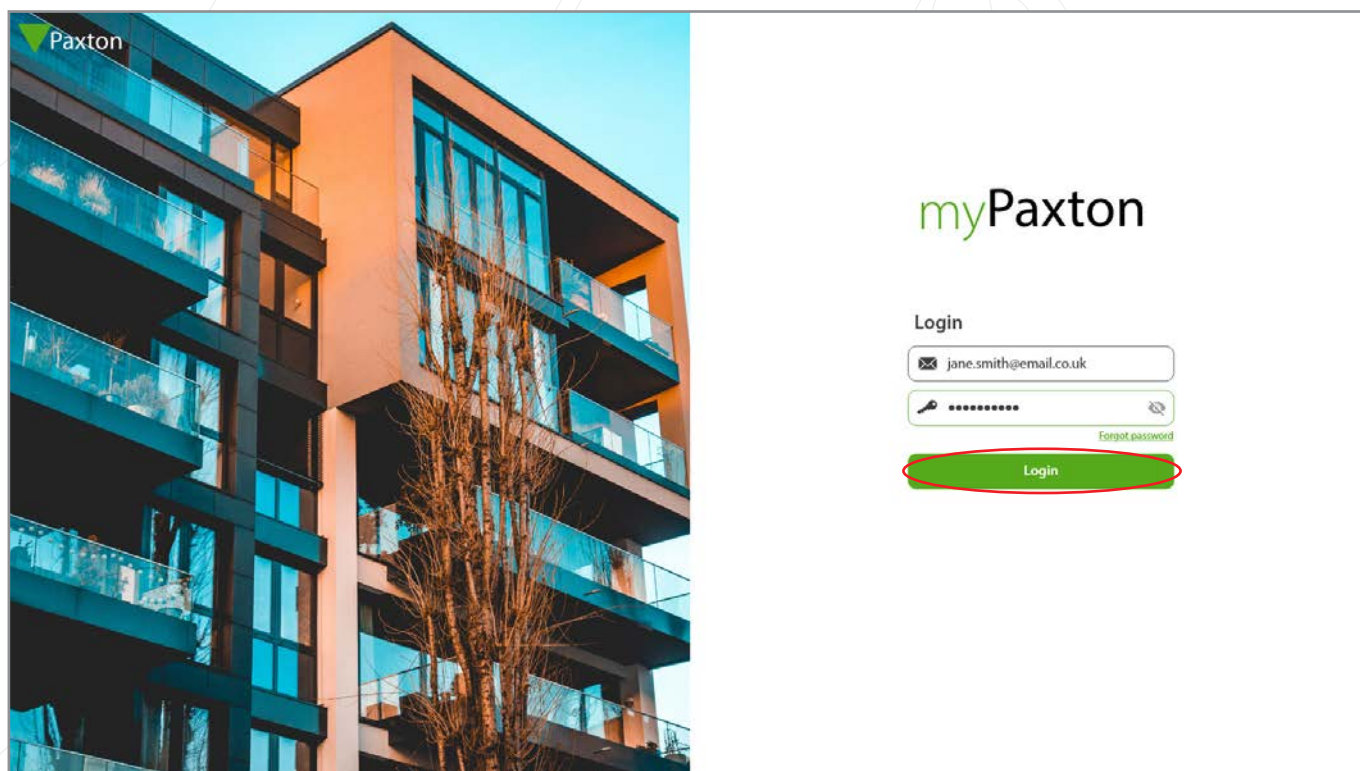


5. Your sign up request is submitted to Paxton for approval. Please note this can take up to one working day.

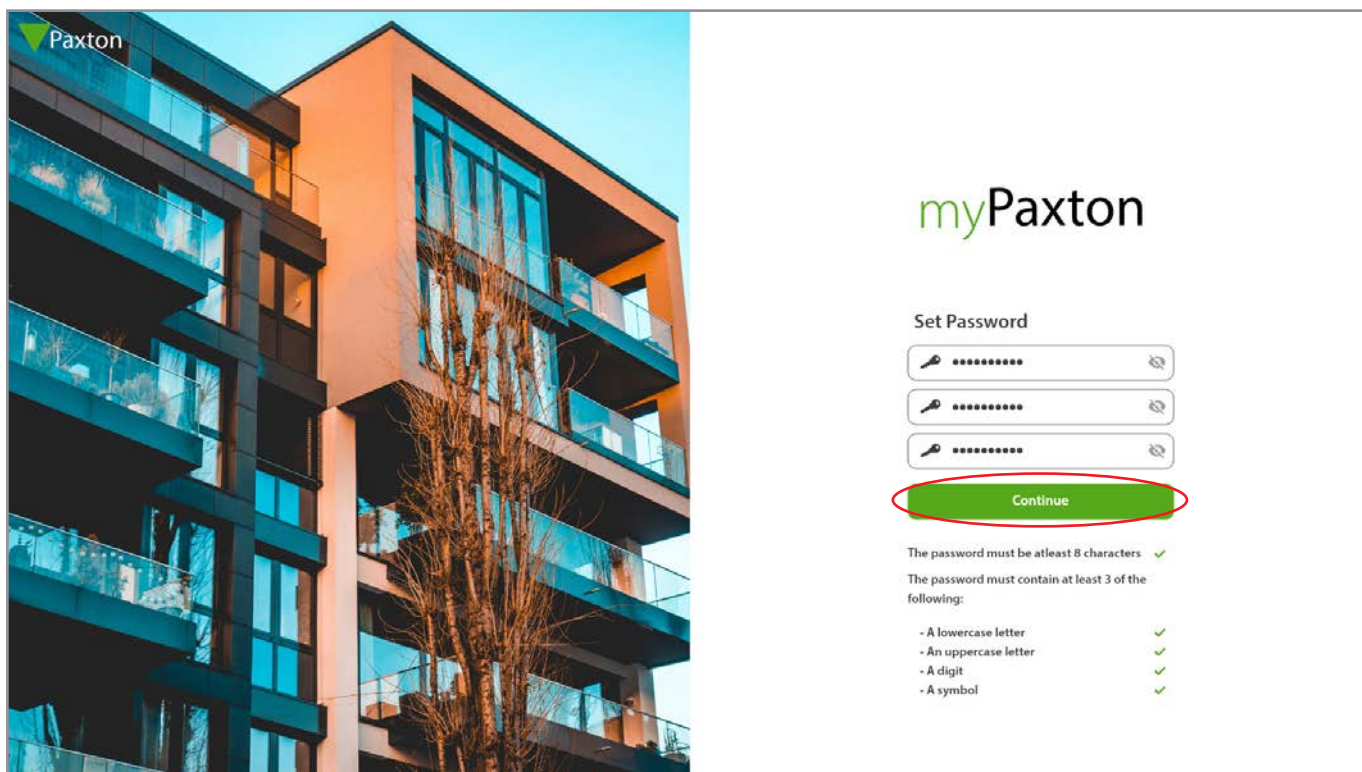


6. Once approved you will be emailed a temporary password which is used to set your permanent password.

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.

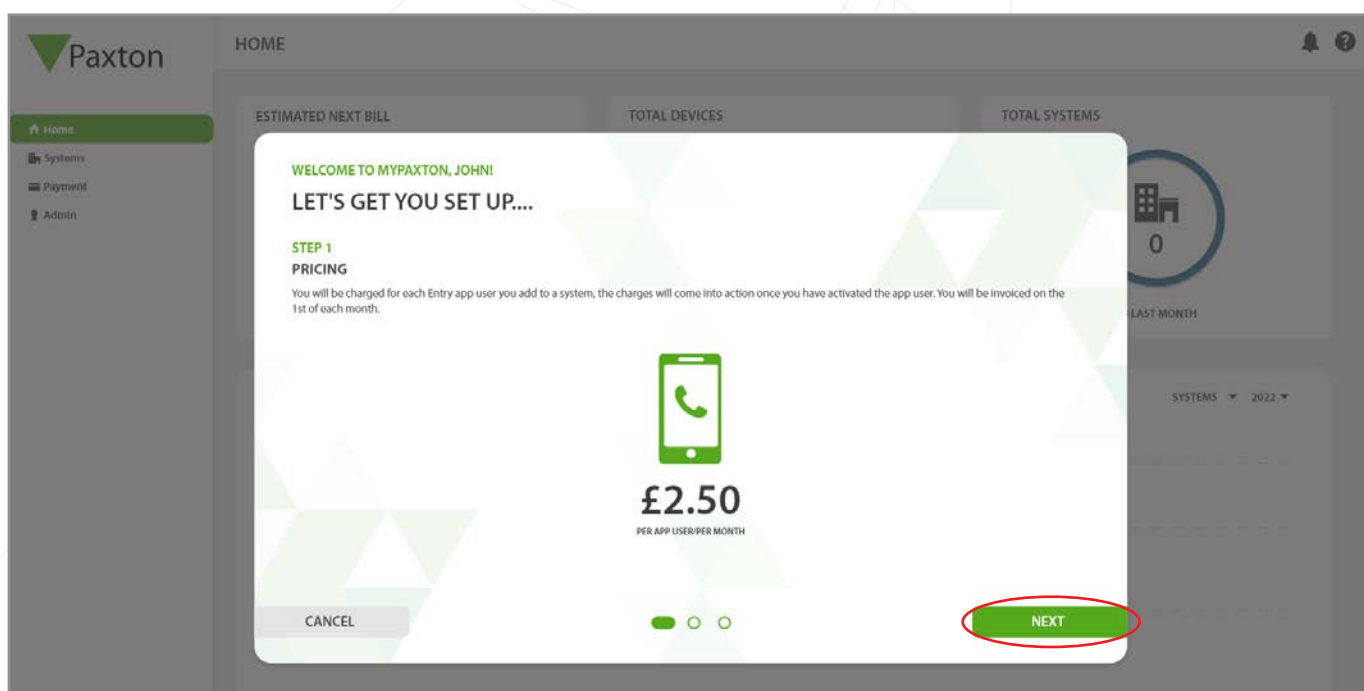


First login

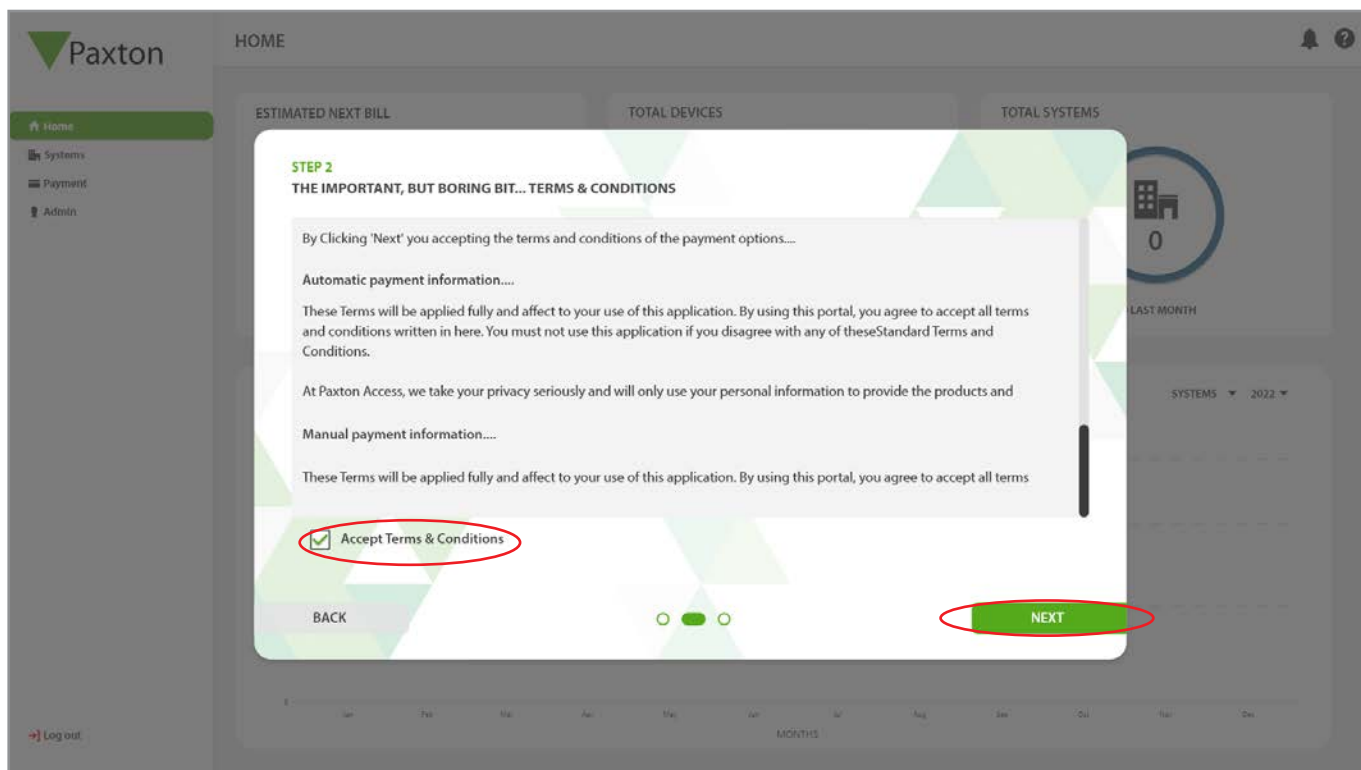
Once your account has been created and approved you can log into myPaxton.com.

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.

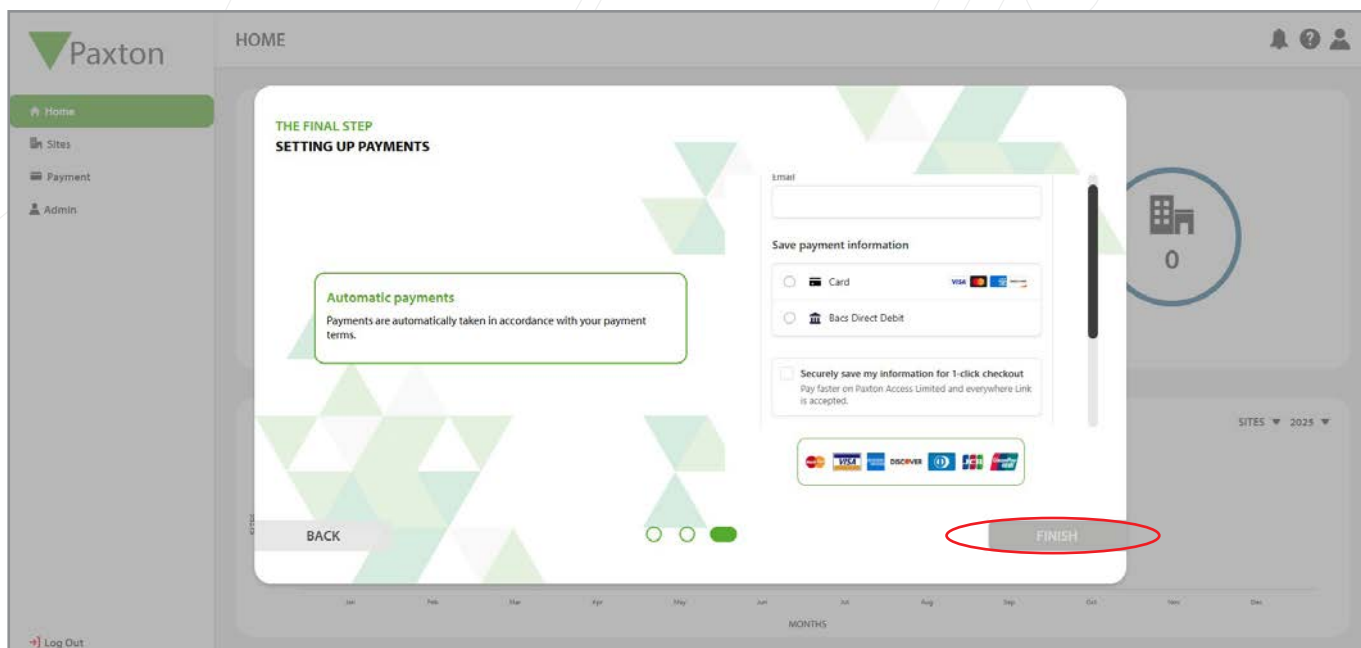
Now, let's get you set up...



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



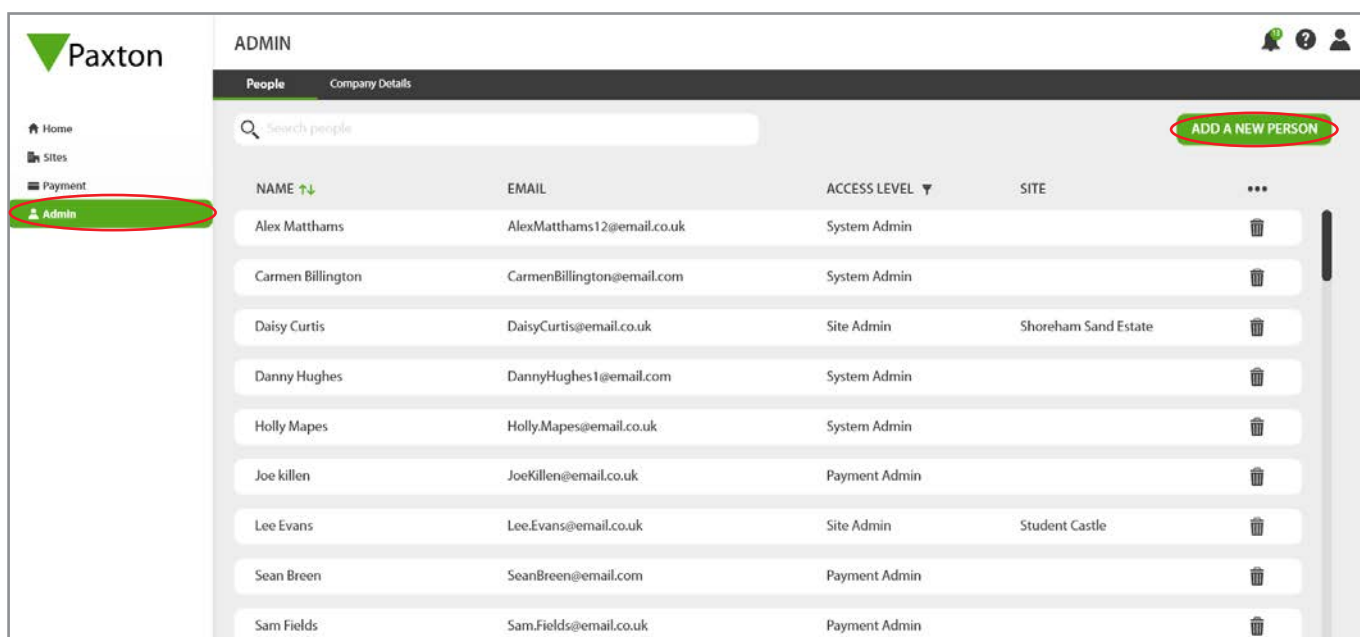
Finally, you will need to enter your card details to set up automatic payments and click **'Finish'**.



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'



The screenshot displays the Paxton Admin interface. The left sidebar contains navigation options: Home, Sites, Payment, and Admin. The Admin tab is highlighted with a red circle. The main content area shows the 'ADMIN' section with a 'People' tab selected. A search bar is present at the top of the user list. The 'ADD A NEW PERSON' button is highlighted with a red circle. Below the button is a table listing existing users.

NAME ↑↓	EMAIL	ACCESS LEVEL ▼	SITE	...
Alex Matthams	AlexMatthams12@email.co.uk	System Admin		🗑️
Carmen Billington	CarmenBillington@email.com	System Admin		🗑️
Daisy Curtis	DaisyCurtis@email.co.uk	Site Admin	Shoreham Sand Estate	🗑️
Danny Hughes	DannyHughes1@email.com	System Admin		🗑️
Holly Mapes	Holly.Mapes@email.co.uk	System Admin		🗑️
Joe killen	JoeKillen@email.co.uk	Payment Admin		🗑️
Lee Evans	Lee.Evans@email.co.uk	Site Admin	Student Castle	🗑️
Sean Breen	SeanBreen@email.com	Payment Admin		🗑️
Sam Fields	Sam.Fields@email.co.uk	Payment Admin		🗑️

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.

The screenshot shows the 'ADD A NEW PERSON' form in the Paxton system. The form is titled 'PEOPLE > ADD A NEW PERSON'. It contains the following fields and options:

- First name ***: Daisy
- Last name ***: Burton
- Email address ***: DaisyBurton@email.co.uk
- Access level ***: A dropdown menu is open, showing the following options:
 - Select level (circled in red)
 - Payment Admin
 - System Admin
 - Site Admin

At the bottom left, there is a 'Log out' button. At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

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.

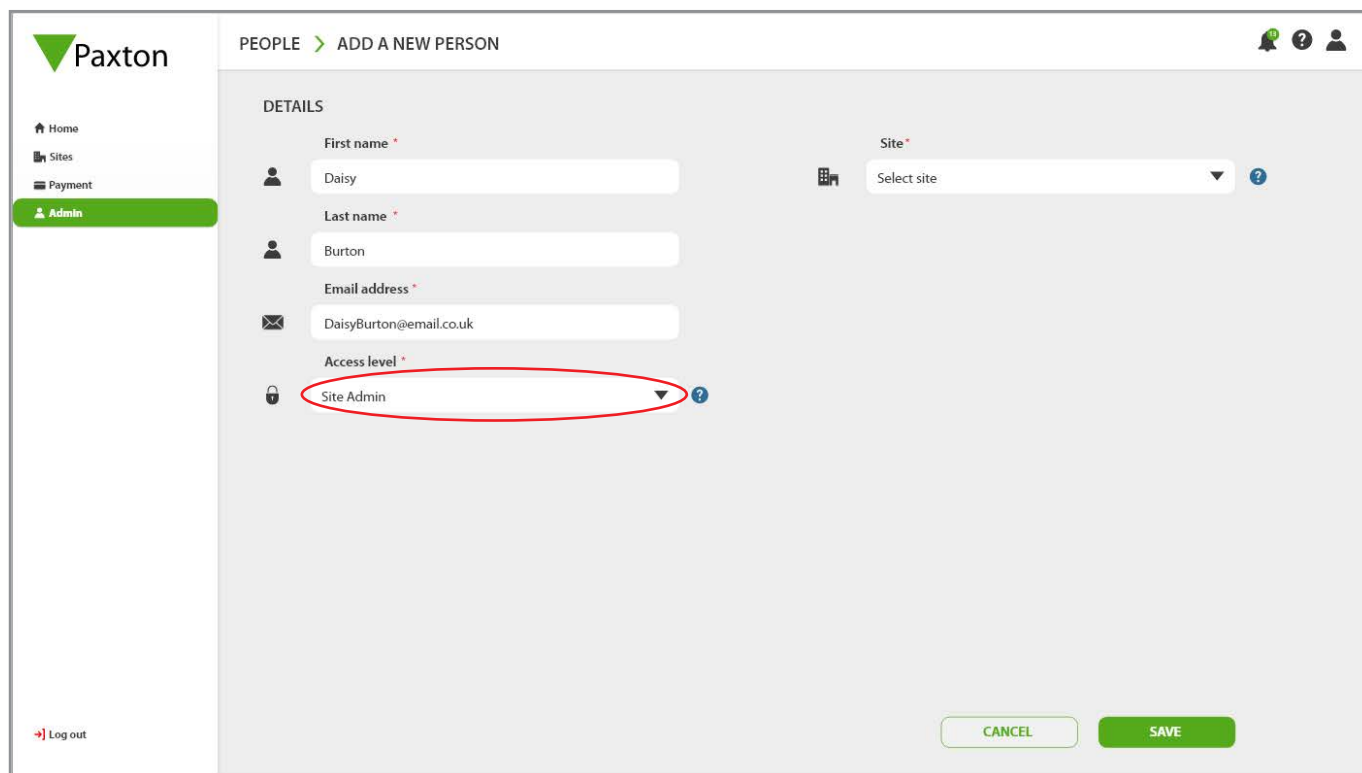
Site Admin

Can only administer selected sites. No visibility of payments.

How to assign a site to a Site Admin

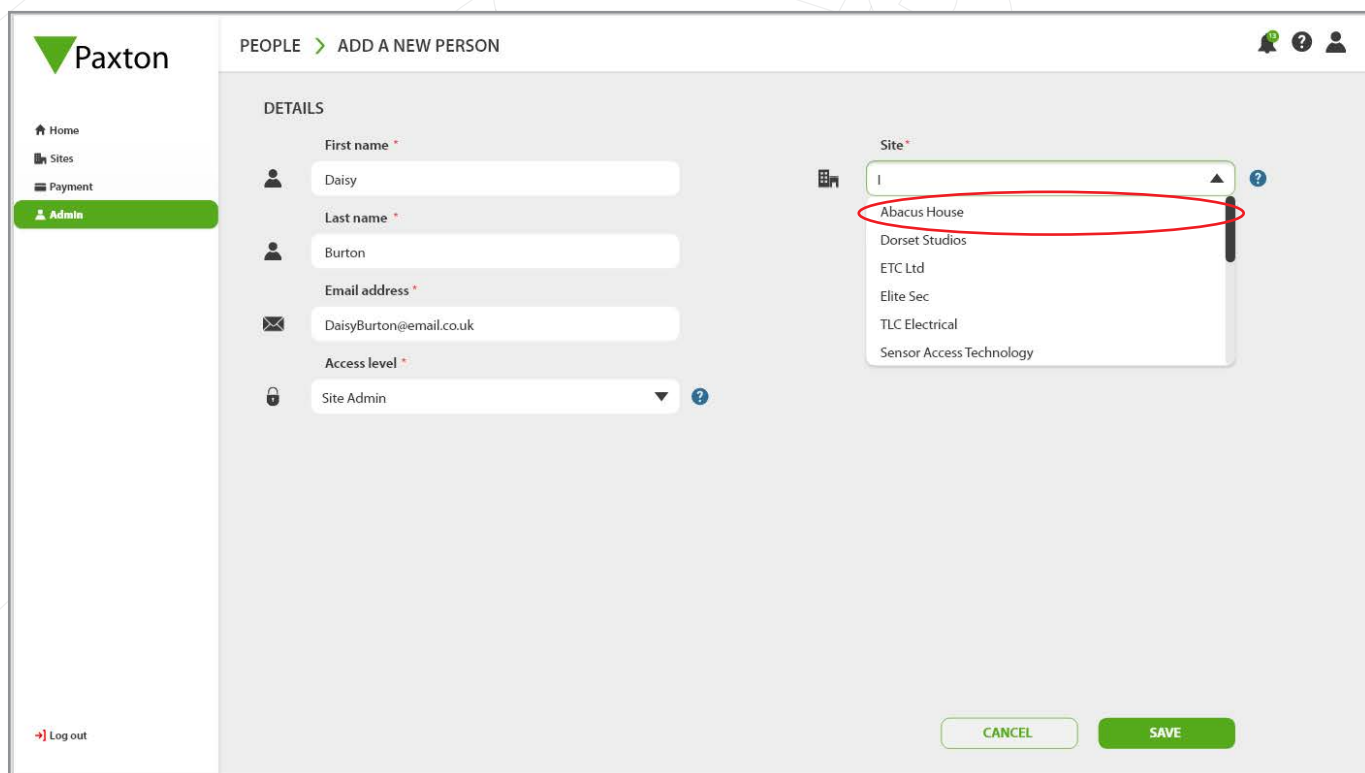
Payment and System Admins have the ability to assign and remove sites to/from Site Admins. There is no limit to the number of sites a Site Admin can be assigned to.

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



The screenshot shows the Paxton user interface for adding a new person. The 'Access level' dropdown is highlighted with a red circle and set to 'Site Admin'. The form includes fields for First name (Daisy), Last name (Burton), Email address (DaisyBurton@email.co.uk), and Site (Select site). The 'Access level' dropdown is currently set to 'Site Admin'.

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.



The screenshot shows the Paxton user interface for adding a new person. The 'Site' dropdown menu is open, and 'Abacus House' is selected. The form includes fields for First name (Daisy), Last name (Burton), Email address (DaisyBurton@email.co.uk), and Access level (Site Admin). The 'Site' dropdown menu is currently open, showing a list of sites: Abacus House, Dorset Studios, ETC Ltd, Elite Sec, TLC Electrical, and Sensor Access Technology.

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

The screenshot shows the Paxton web application interface for adding a new person. The page title is 'PEOPLE > ADD A NEW PERSON'. On the left is a navigation menu with 'Home', 'Sites', 'Payment', and 'Admin' (highlighted). The main content area is titled 'DETAILS' and contains the following fields:

- First name ***: Text input with 'Daisy' entered.
- Last name ***: Text input with 'Burton' entered.
- Email address ***: Text input with 'DaisyBurton@email.co.uk' entered.
- Access level ***: Dropdown menu with 'Site Admin' selected.
- Site ***: Dropdown menu with 'Select site' as the current selection. A blue box below it shows 'Abacus House' with an 'X' icon, indicating it is the selected option.

At the bottom right of the form, there are two buttons: 'CANCEL' and 'SAVE'. The 'SAVE' button is highlighted with a red circle.