

Paxton Entry - Creation & Administration of myPaxton Portal for Registered Installers

Overview

To access the myPaxton portal you must be a Registered Installer. If you are already a Registered Paxton Installer, you can use your existing login credentials. One account is used to administer all sites managed by a single company.

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



Registering for an account

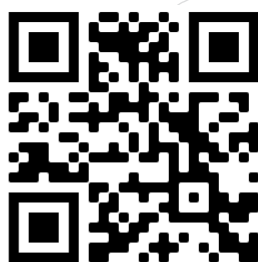
Depending on the type of business you wish to register, you can either register as an Installer or a System Manager. If you are already a Registered Installer skip to ['Logging in to the myPaxton portal'](#)

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**

Non-Registered Installers

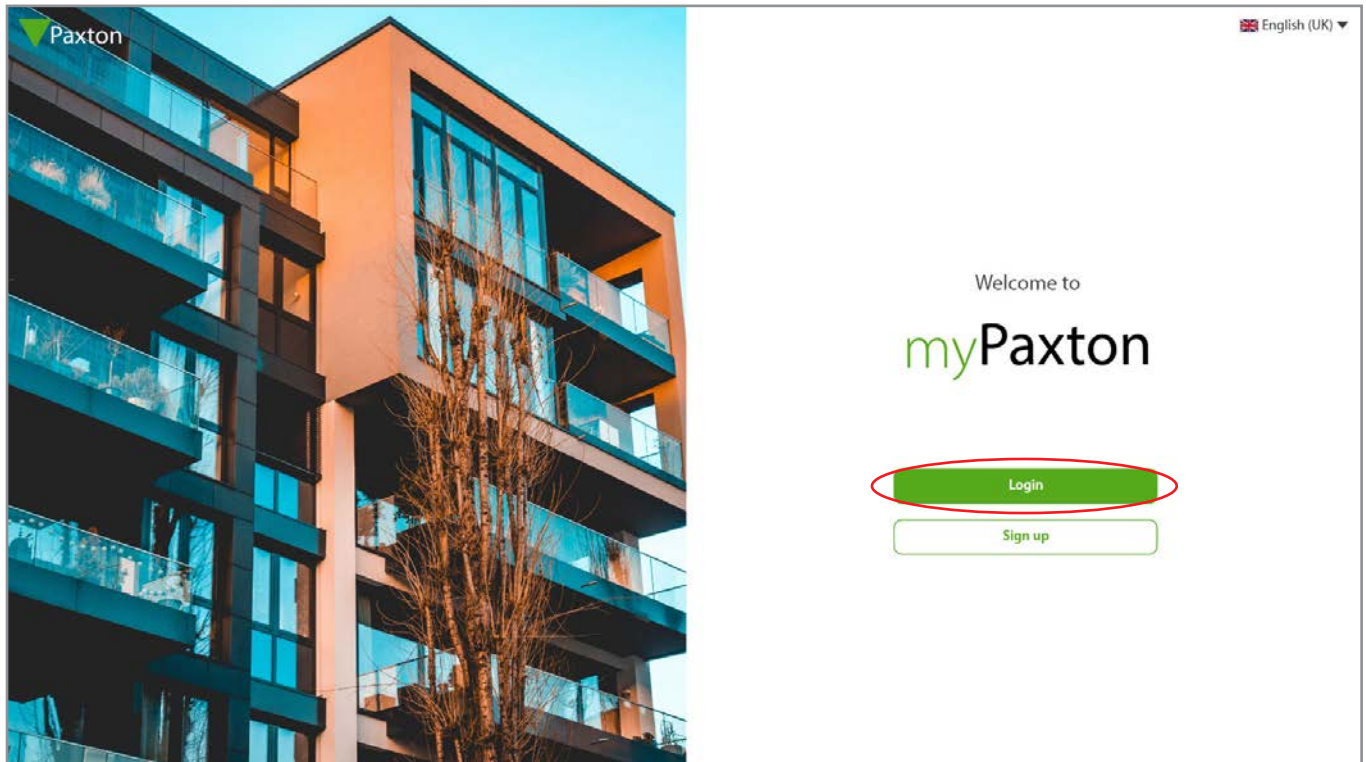
Don't have a Paxton Installer account? You can sign up for free using the Paxton Installer app, by scanning the QR code. You can also register on our website [here](#).



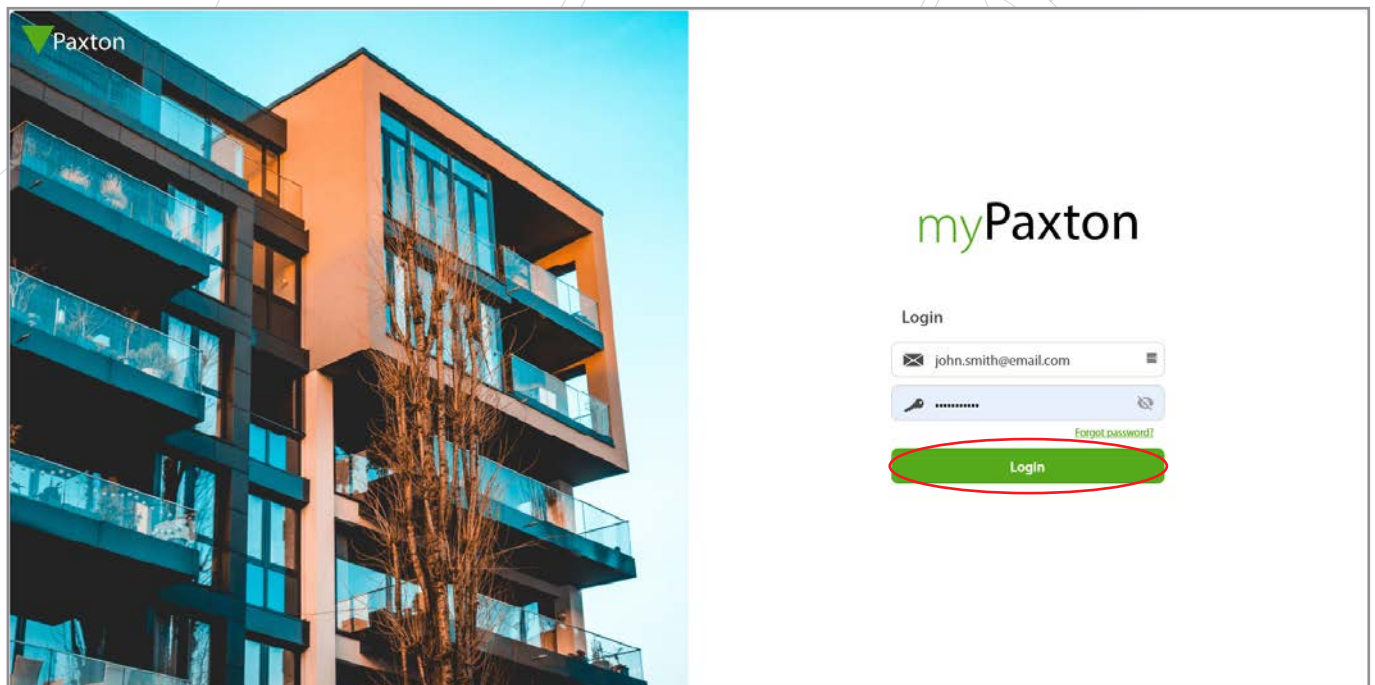
1. Download and install the Paxton Installer app.
2. Open Paxton Installer and click **'Sign up'**.
3. Fill in your personal and company details and click **'Register'**.
4. Once submitted you will need to wait for your request to be verified by Paxton. This can take up to one working day.
5. Upon approval you'll receive a temporary password which can be used to log in to the Paxton Installer app to set a new password.
6. After setting a new password you're ready to use Paxton Installer and ready to log in to the myPaxton portal.

Logging into the myPaxton portal

1. Head to myPaxton.com and click 'Login'.



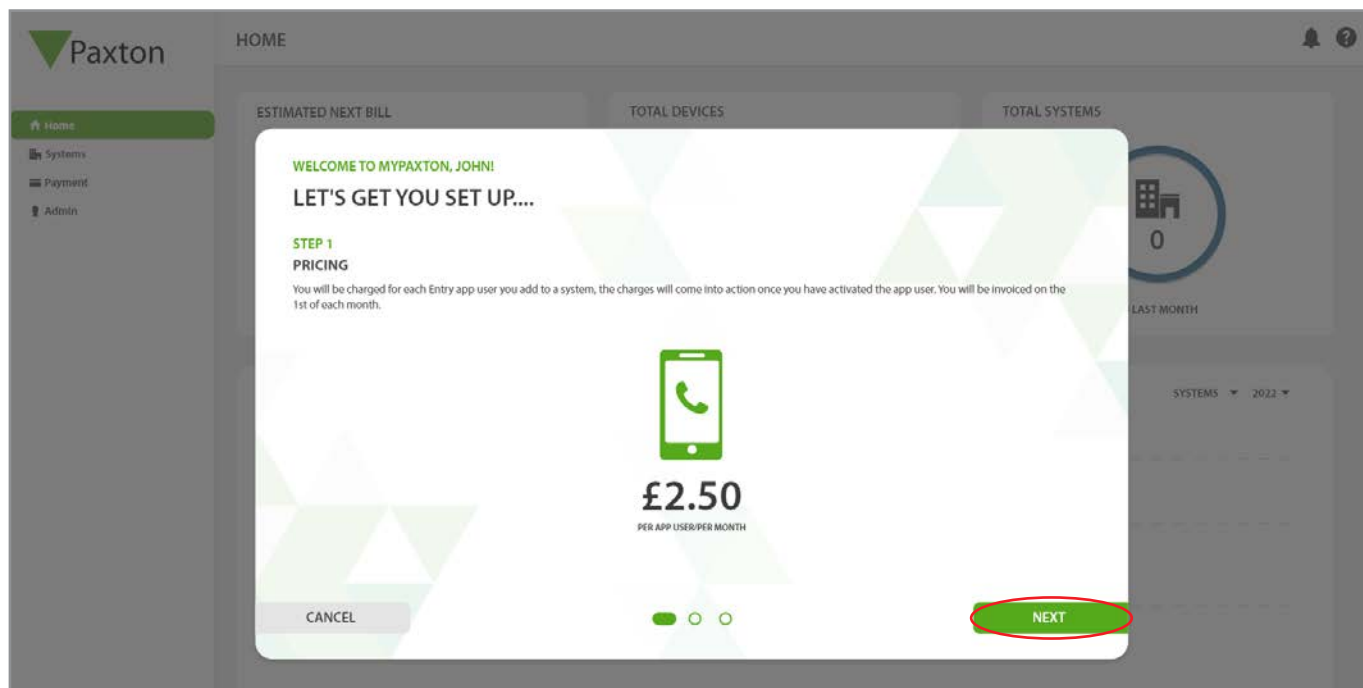
2. Enter your Registered Installer email and password and click 'Login'.



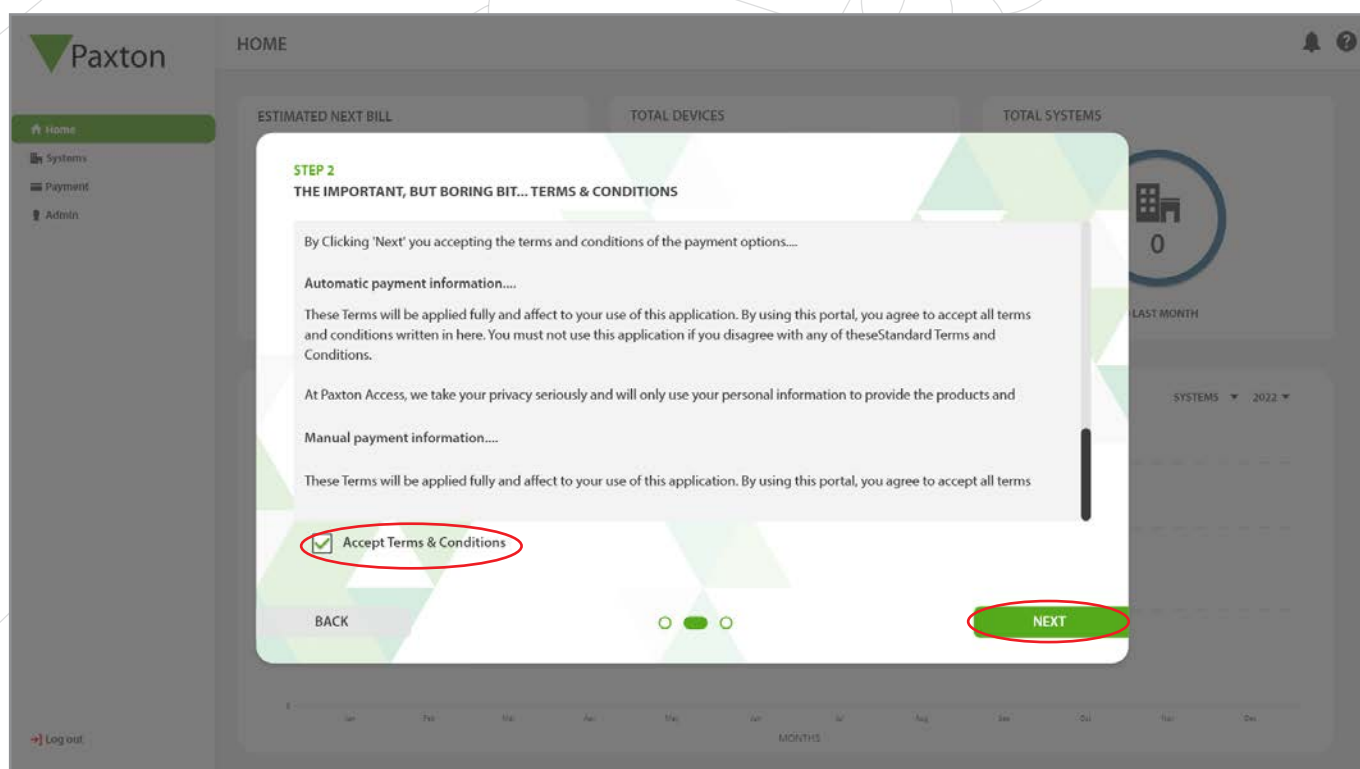
First login

The first time anyone from your company logs into the myPaxton portal they will be asked to setup a payment method. This is to manage payment of the sites you set up in your account. You can either pay your invoices manually each month, or set up automatic payments that will pay each invoice as they are generated.

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 select your preferred payment option. Choose automatic payments and enter your card details, or select manual payments and click 'Finish'.

Paxton HOME

ESTIMATED NEXT BILL TOTAL DEVICES TOTAL SYSTEMS

THE FINAL STEP
SETTING UP PAYMENTS

Automatic payments
Payments are automatically made on the 1st of each month.

Manual payments
Manually pay invoices on the 1st of each month via the myPaxton portal.

worldpay

Credit card / Debit card

Payment details
* Indicates a required field

Cardholder's number *
Mr John Doe

Card number *
1234 1234 1234 1234

Expiry date *
06 / 23

Security code *
123

Workpay 2019-2022. All rights reserved.

BACK FINISH

Log out

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'

Paxton ADMIN

People Company Details

Search people

ADD A NEW PERSON

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 provided will be used to access the myPaxton portal.
4. Select one of the three access levels in the dropdown (detailed below).
5. Click 'Save'.
6. An email invite to myPaxton will be sent to the new user.

Paxton

PEOPLE > ADD A NEW PERSON

DETAILS

First name *
Daisy

Last name *
Burton

Email address *
DaisyBurton@email.co.uk

Access level *
Select level
Payment Admin
System Admin
Site Admin

Log out

CANCEL SAVE

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.

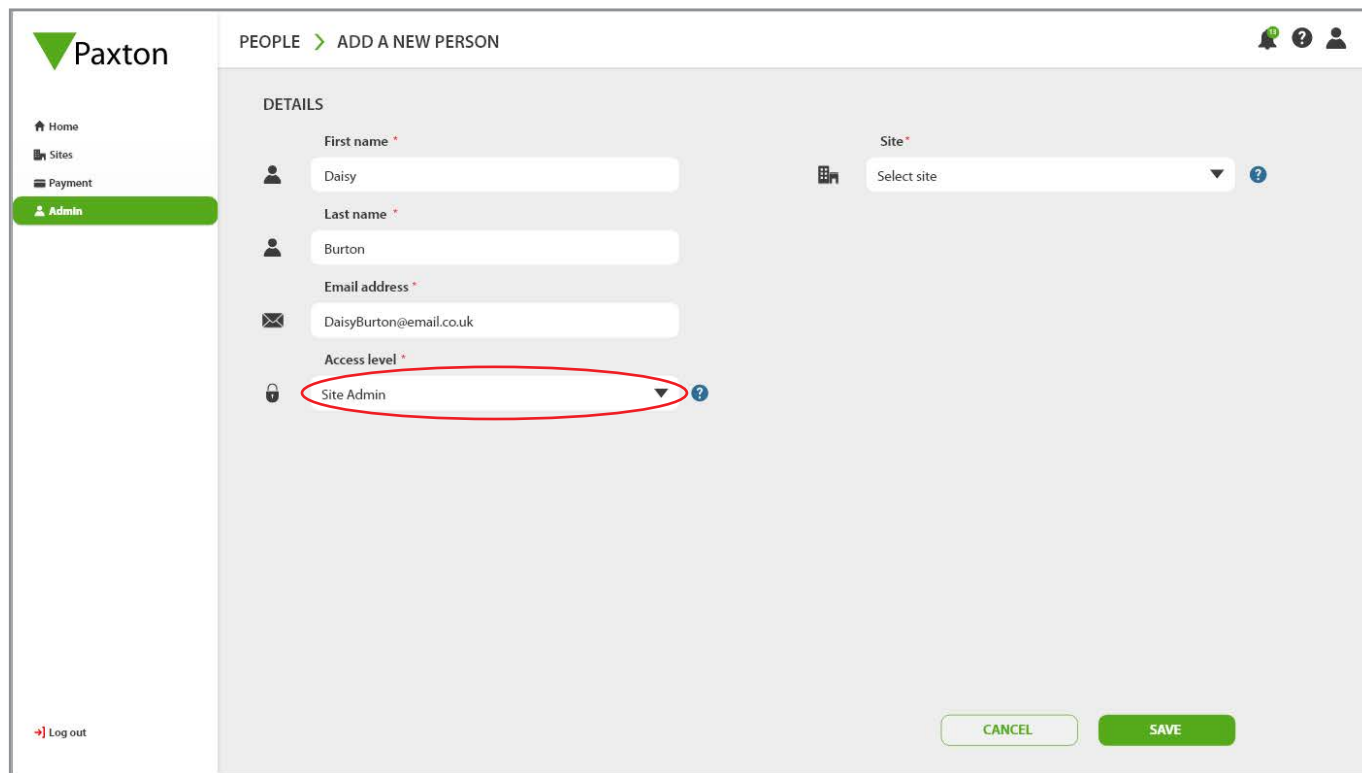
Site Admin

Can only administer selected sites. No visibility of payments.

How to assign a site to a Site Admin.

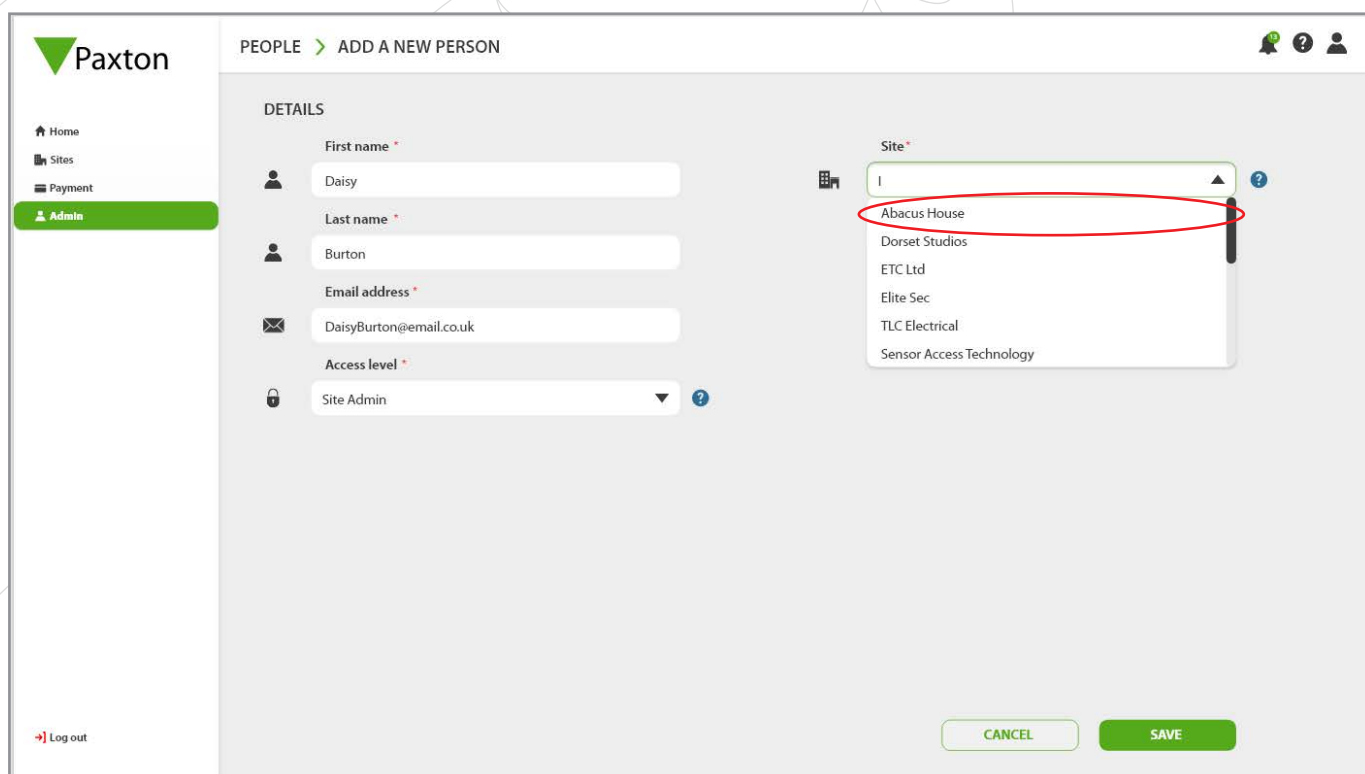
Payment and System Admins have the ability to assign and remove sites to/from Site Admins. There is no limit to the number of sites a Site Admin can be assigned to.

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



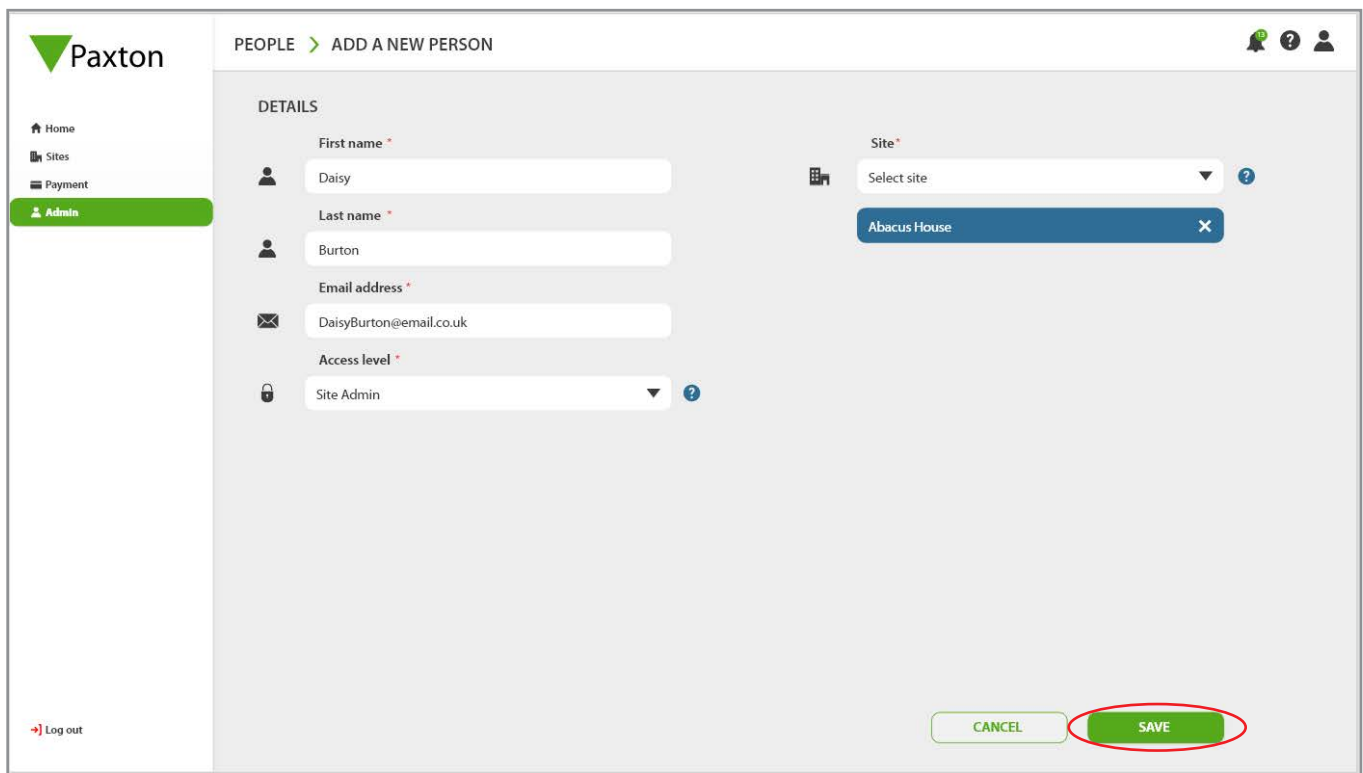
The screenshot shows the Paxton 'ADD A NEW PERSON' form. The left sidebar contains navigation links: Home, Sites, Payment, and Admin (highlighted). The main form area is titled 'PEOPLE > ADD A NEW PERSON'. Under the 'DETAILS' section, there are input fields for First name (Daisy), Last name (Burton), and Email address (DaisyBurton@email.co.uk). The 'Access level' dropdown is highlighted with a red circle and shows 'Site Admin'. To the right, there is a 'Site' dropdown menu with a placeholder 'Select site'. At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

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



This screenshot shows the same Paxton 'ADD A NEW PERSON' form, but with the 'Site' dropdown menu open. The dropdown list is highlighted with a red circle and contains the following options: Abacus House, Dorset Studios, ETC Ltd, Elite Sec, TLC Electrical, and Sensor Access Technology. The 'Access level' dropdown remains set to 'Site Admin'. The 'CANCEL' and 'SAVE' buttons are still visible at the bottom right.

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



The image shows a screenshot of the Paxton Admin interface for adding a new person. The interface has a sidebar on the left with navigation links: Home, Sites, Payment, and Admin (highlighted in green). The main content area is titled 'PEOPLE > ADD A NEW PERSON'. It contains a 'DETAILS' section with 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' and a blue button labeled 'Abacus House' below it.

At the bottom right of the form, there are two buttons: 'CANCEL' and 'SAVE'. The 'SAVE' button is highlighted with a red circle. A faint background illustration of a hand holding a smartphone is visible at the bottom of the page.