

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

## Overview

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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

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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**

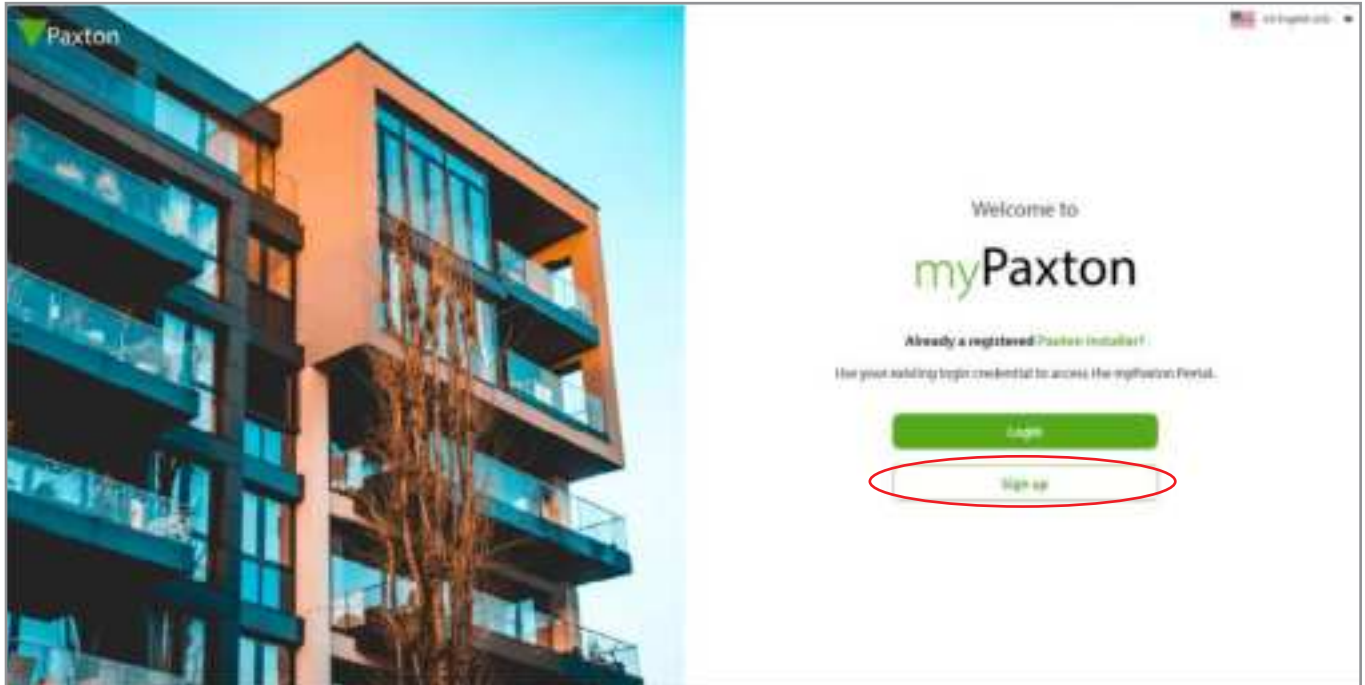
### System Manager account:

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.

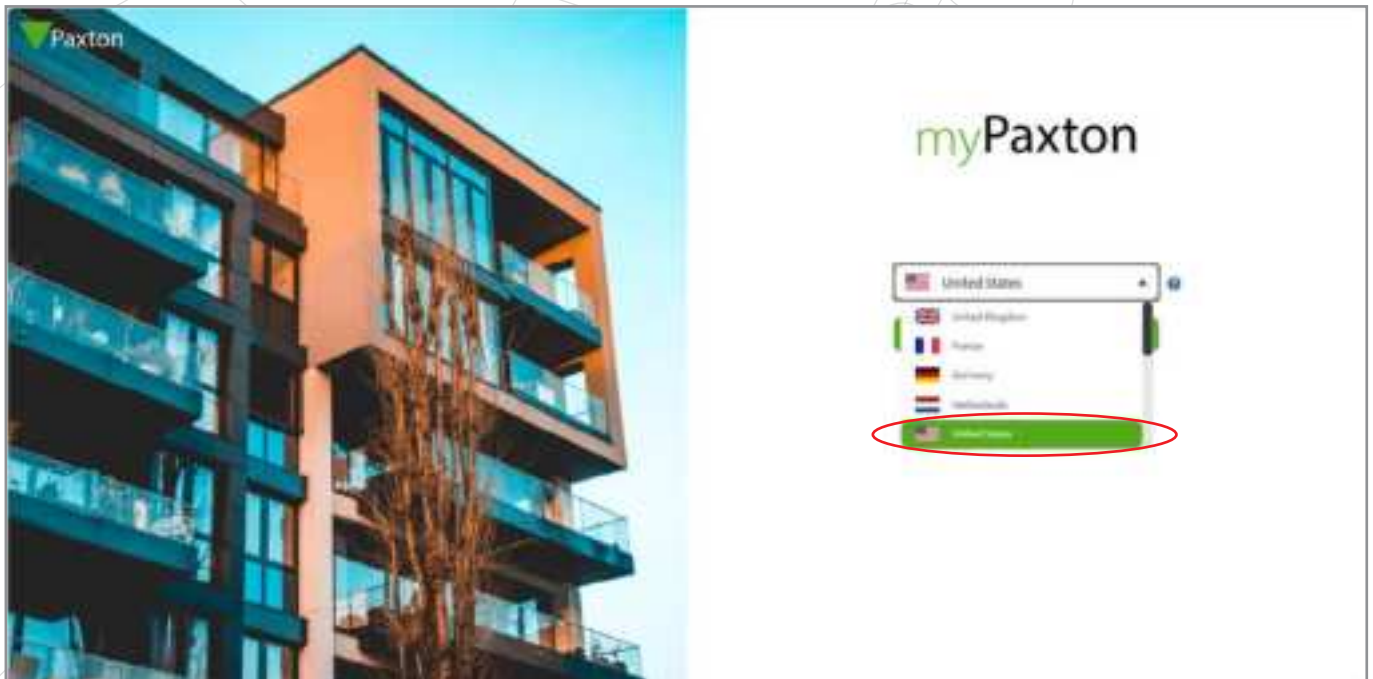
## Signing up to the myPaxton portal

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

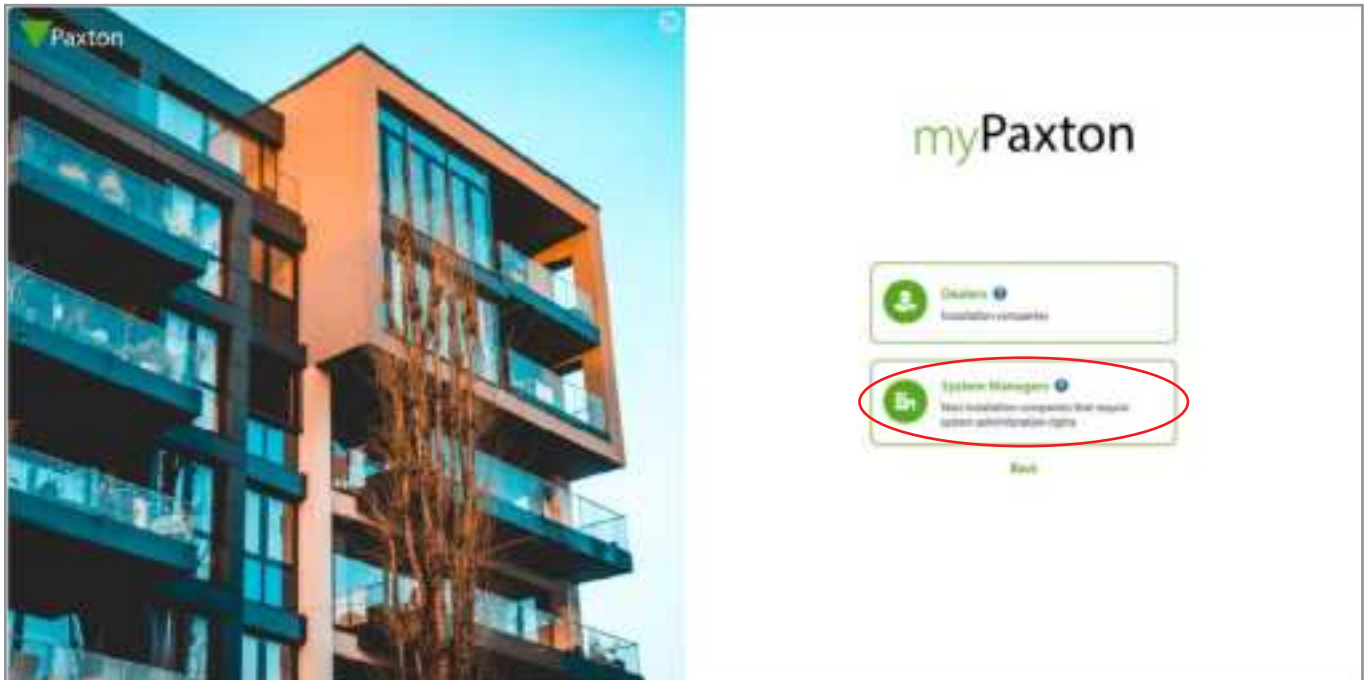
1. Click 'Sign up'



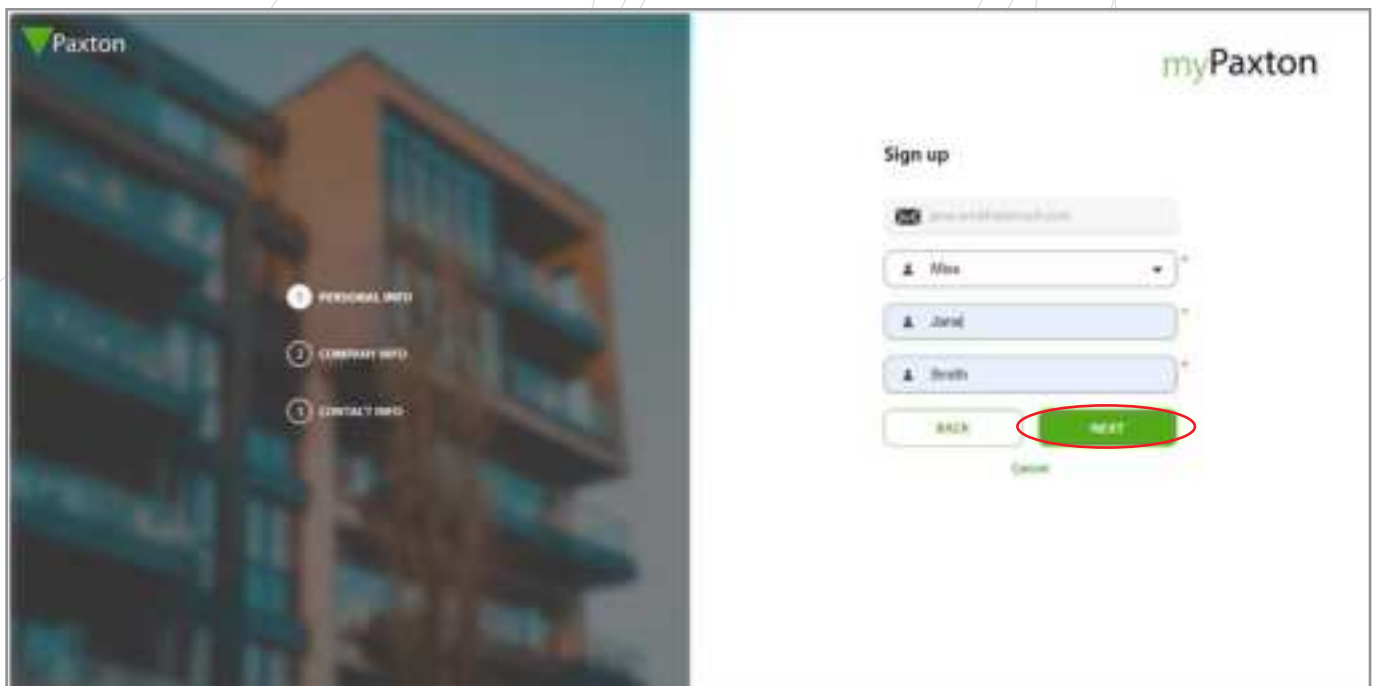
2. Select your country.



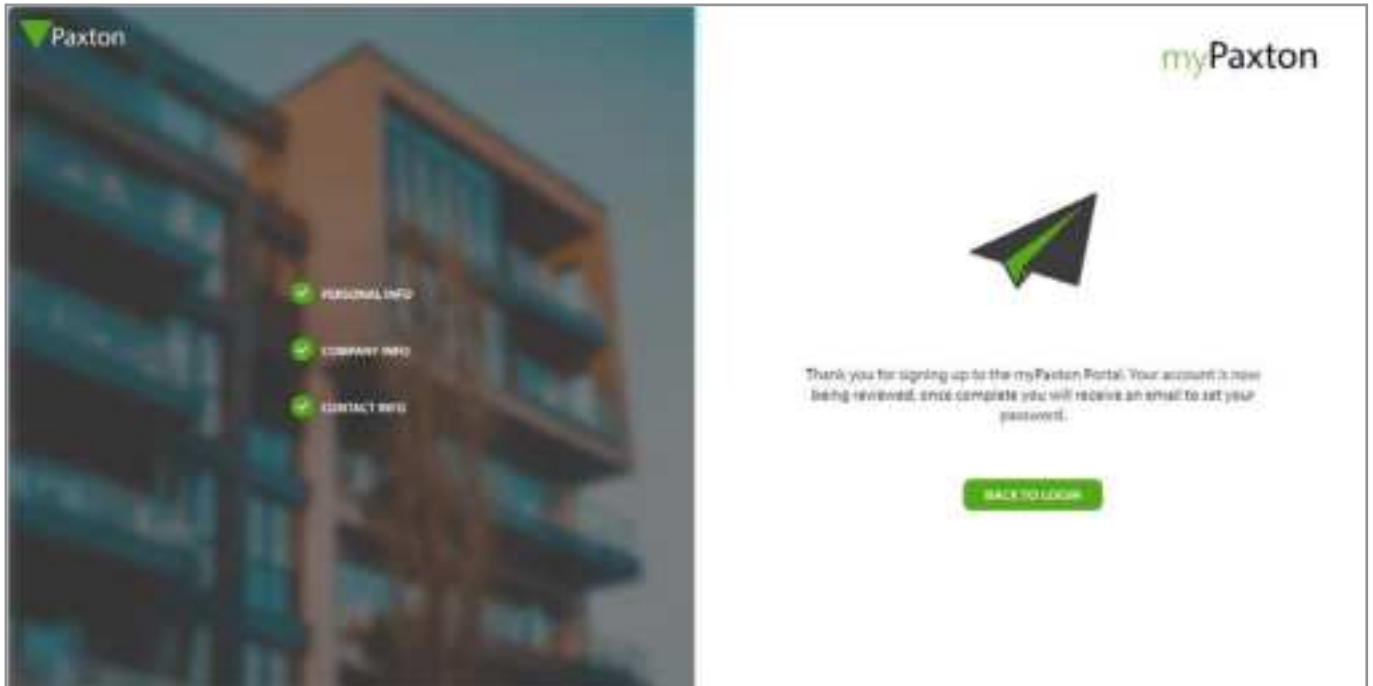
3. Choose 'System Manager'



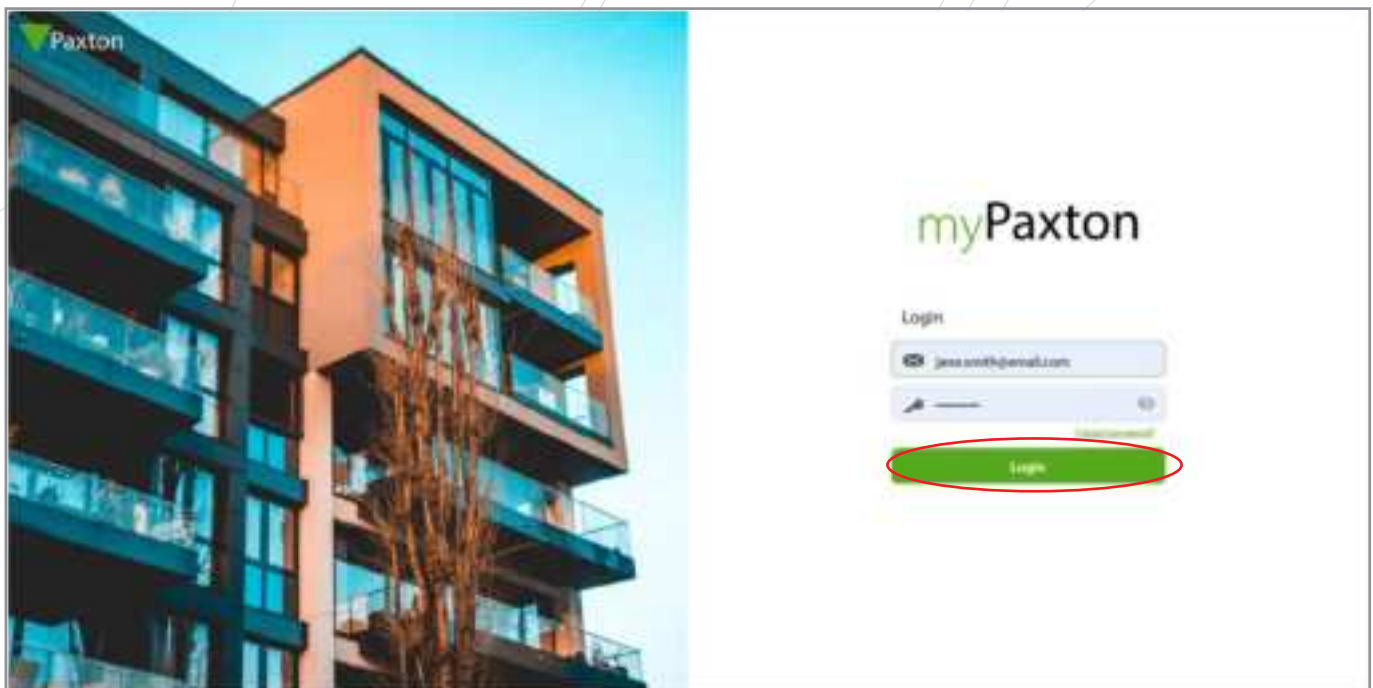
4. Fill in your personal, company and contact info and then click 'Next'.



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

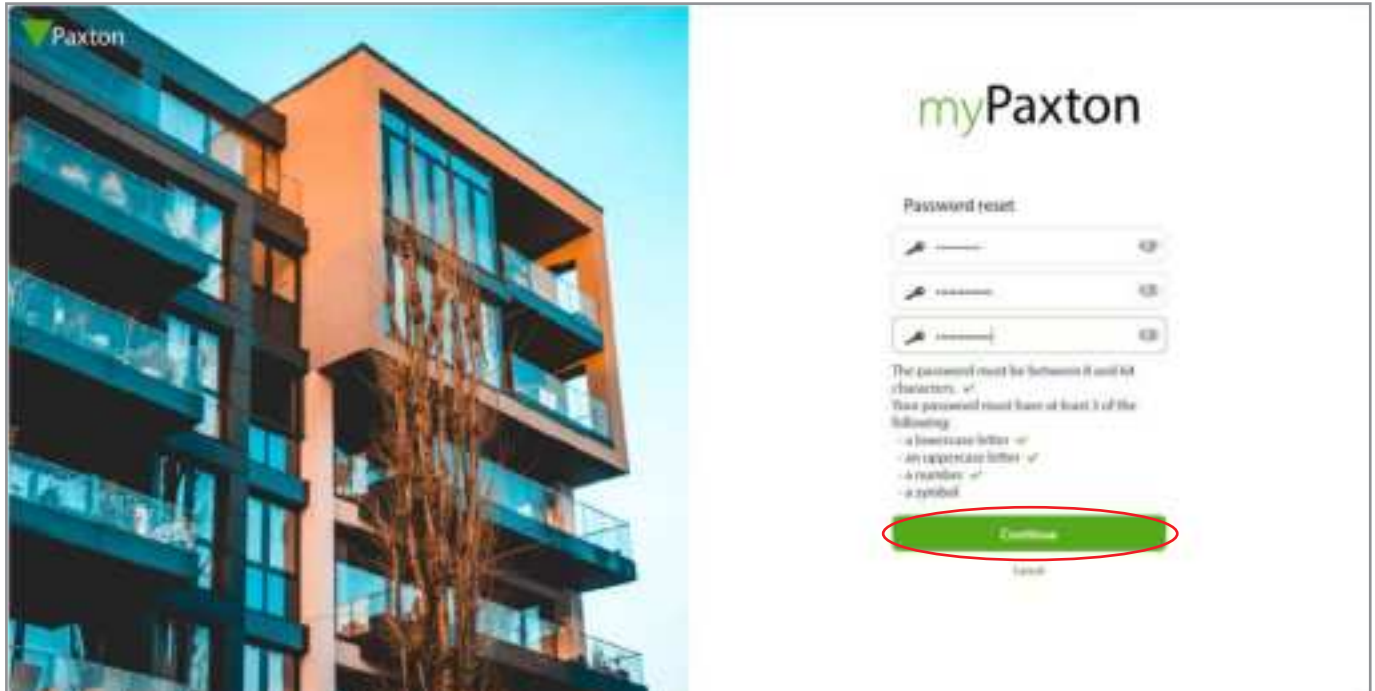


6. Once approved you will be emailed a temporary password which is used to set your permanent password.
7. Login using the email address you signed up with and the temporary password provided in the email.





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

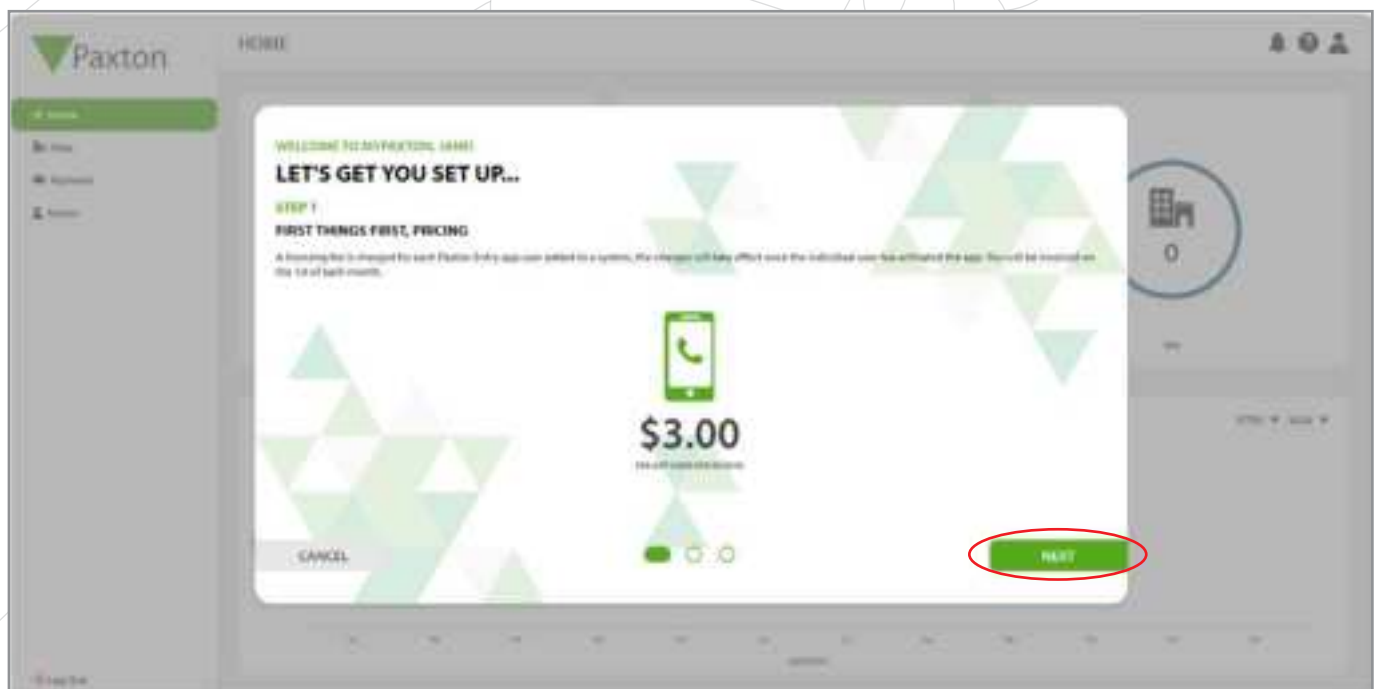


## First login

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'**.

**STEP 2**  
**THE IMPORTANT, BUT BORING BIT... TERMS & CONDITIONS**

**SUBSCRIPTION TERMS AND CONDITIONS FOR THE MYRASTH PORTAL**

1. INTRODUCTION AND INTERPRETATION

1.1 The following defined terms shall have the following meanings, unless the context requires otherwise:

**"Aggregate Data"** means data collected or derived from consulting, consulting or any other data and information analysis, derived or obtained from other customers, clients, customers or users of the Subscription Software and/or the Subscription Services or otherwise obtained, made available and/or received from third parties.

**"Applicable Law"** means any applicable law, regulation, ordinance, rule, order, regulation, directive, law, law or other non-binding law and/or regulation of any authority as this page may be presented or updated from time to time.

By clicking on the "I accept Terms & Conditions" button, you agree to the terms and conditions of the Subscription Software and/or the Subscription Services.

☒ I accept Terms & Conditions

**BACK** **NEXT**

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

**THE FINAL STEP**  
**SETTING UP PAYMENTS**

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

**TAX CERTIFICATE**  
Upload your tax certificate here.

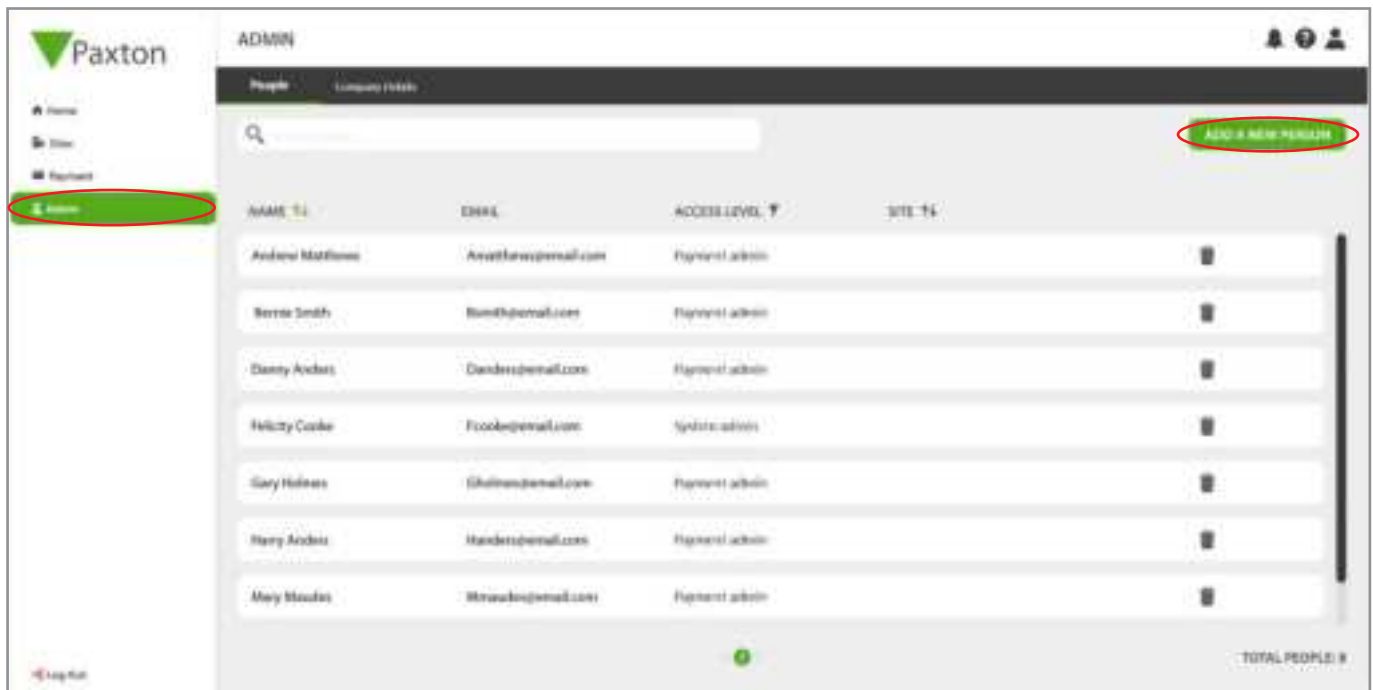
**FINISH**

**BACK** **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.

The screenshot shows the 'ADD A NEW PERSON' form in the Paxton system. The form is titled 'PEOPLE > ADD A NEW PERSON'. It has a sidebar on the left with navigation links: Home, Site, Payment, and Admin (highlighted in green). The main form area is titled 'DETAILS' and contains the following fields:

- First name: \* (Text input field with 'Daisy' entered)
- Last name: \* (Text input field with 'Sutton' entered)
- Email: \* (Text input field with 'Daisy.sutton@paxton.co.uk' entered)
- Access level: \* (Dropdown menu with a red oval around it, showing options: Payment admin, System admin, Site admin)

At the bottom right of the form, there are two buttons: 'CANCEL' and '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

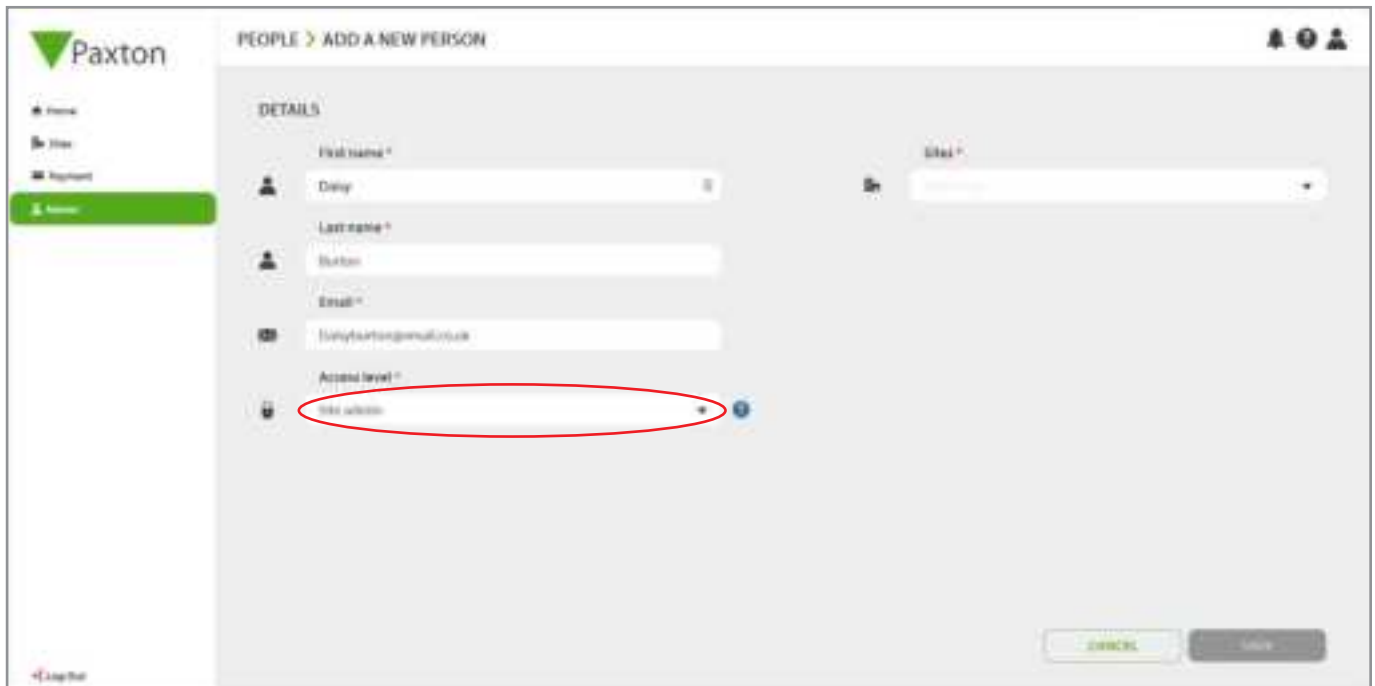
Can only administer selected sites. No visibility of payments.



## How to assign a site to a Site Admin

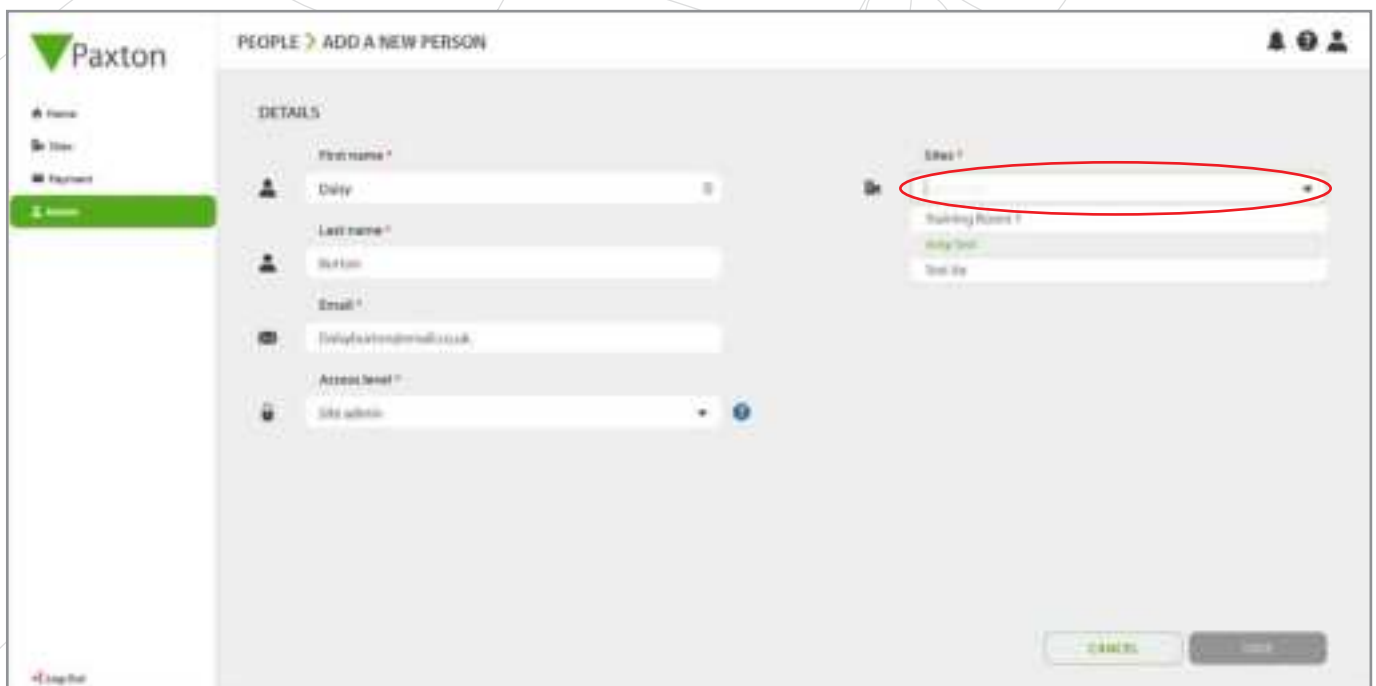
Payment and System Admins have the ability to assign and remove sites to/from Site Admins. There is no limit to the number of sites a Site Admin can be assigned to.

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



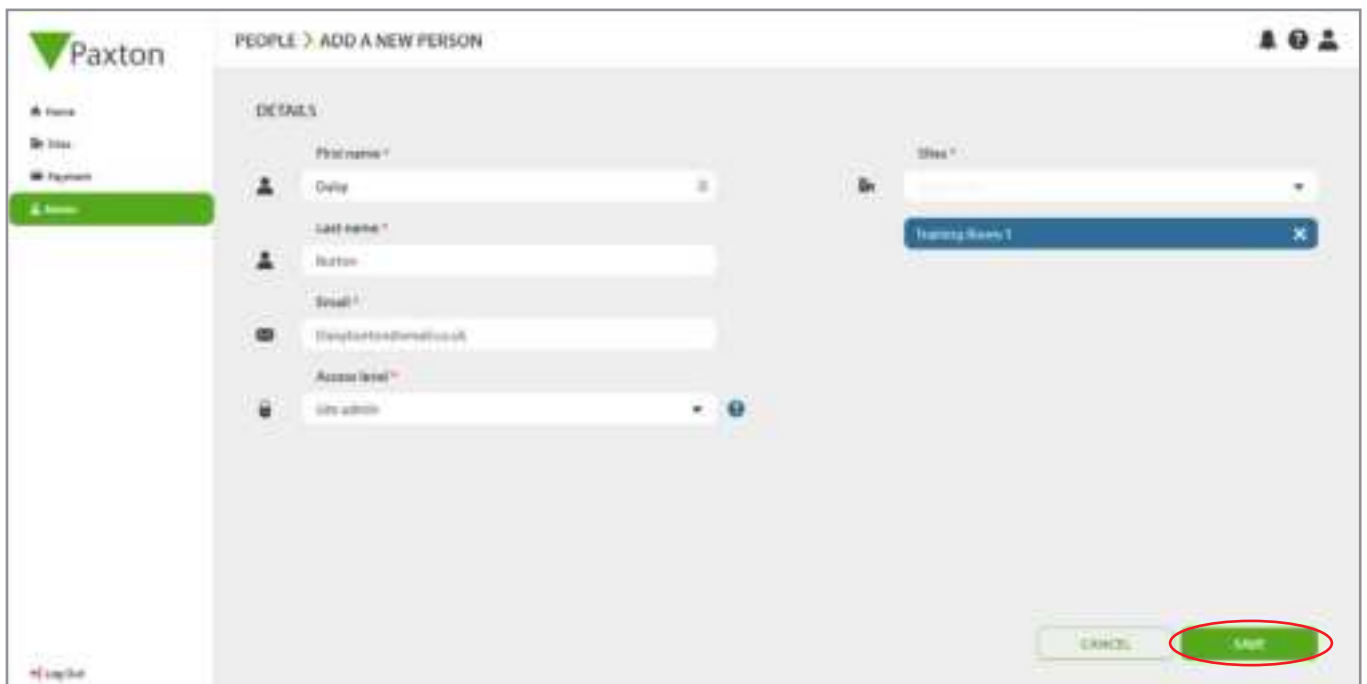
The screenshot shows the 'ADD A NEW PERSON' form in the Paxton system. The 'Access level' dropdown is highlighted with a red oval and set to 'Site Admin'. The form includes fields for First name (Dany), Last name (Burton), Email (danyburton@paxton.co.uk), and a Site dropdown menu. The 'Save' button is visible at the bottom right.

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 'ADD A NEW PERSON' form with the 'Site' dropdown menu open. The dropdown list shows 'Training Room 1', 'Help Desk', and 'Test Site'. The 'Site' dropdown is highlighted with a red oval. The 'Access level' dropdown remains set to 'Site Admin'. The 'Save' button is visible at the bottom right.

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 left sidebar contains navigation links: Home, Jobs, Payments, and Add. The main content area is titled 'PEOPLE > ADD A NEW PERSON'. Under the 'DETAILS' section, there are input fields for First name (John), Last name (Dutton), Email (john.dutton@paxton.co.uk), Access level (Site admin), and a Site dropdown menu. The Site dropdown is open, displaying a list of sites with 'Training Room 1' selected. At the bottom right, there are 'CANCEL' and 'Save' buttons. The 'Save' button is highlighted with a red circle.