

APN-1202 Entry Creation and Administration of myPaxton Portal User Guide

[Home](#) » [Paxton](#) » APN-1202 Entry Creation and Administration of myPaxton Portal User Guide 

Contents

- [1 APN-1202 Entry Creation and Administration of myPaxton Portal](#)
- [2 Product Usage Instructions](#)
- [3 Overview](#)
- [4 Logging in to the myPaxton portal](#)
- [5 First login](#)
- [6 Adding users to your myPaxton portal](#)
- [7 How to assign a site to a Site Admin.](#)
- [8 Documents / Resources](#)
 - [8.1 References](#)
- [9 Related Posts](#)



APN-1202 Entry Creation and Administration of myPaxton Portal



Specifications

- Product Name: Entry APN-1202
- Manufacturer: Paxton
- Functionality: Creation & Administration of myPaxton Portal for Registered Installers

Product Usage Instructions

Registering for an Account

1. Determine if you are an Installer or a System Manager based on your business type.
2. If you are a Non-Registered Installer, follow these steps:
 - Download and install the Paxton Installer app.
 - Open the app, click 'Sign up', and fill in your details.
 - Wait for verification by Paxton (up to one working day).
 - Receive a temporary password for login.
 - Set a new password and proceed to log in to the myPaxton portal.

Users to your myPaxton Portal

1. Click on the Admin tab.
2. Click 'Add a new person'.
3. Enter the user's information and select an access level.
4. Save the details, and an email invite will be sent to the new user.

FAQ

Q: How long does the verification process take for Non-Registered Installers?

A: Verification can take up to one working day.

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'

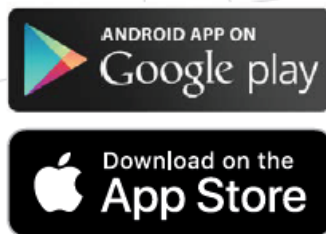
Not sure which category you fall into?

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.

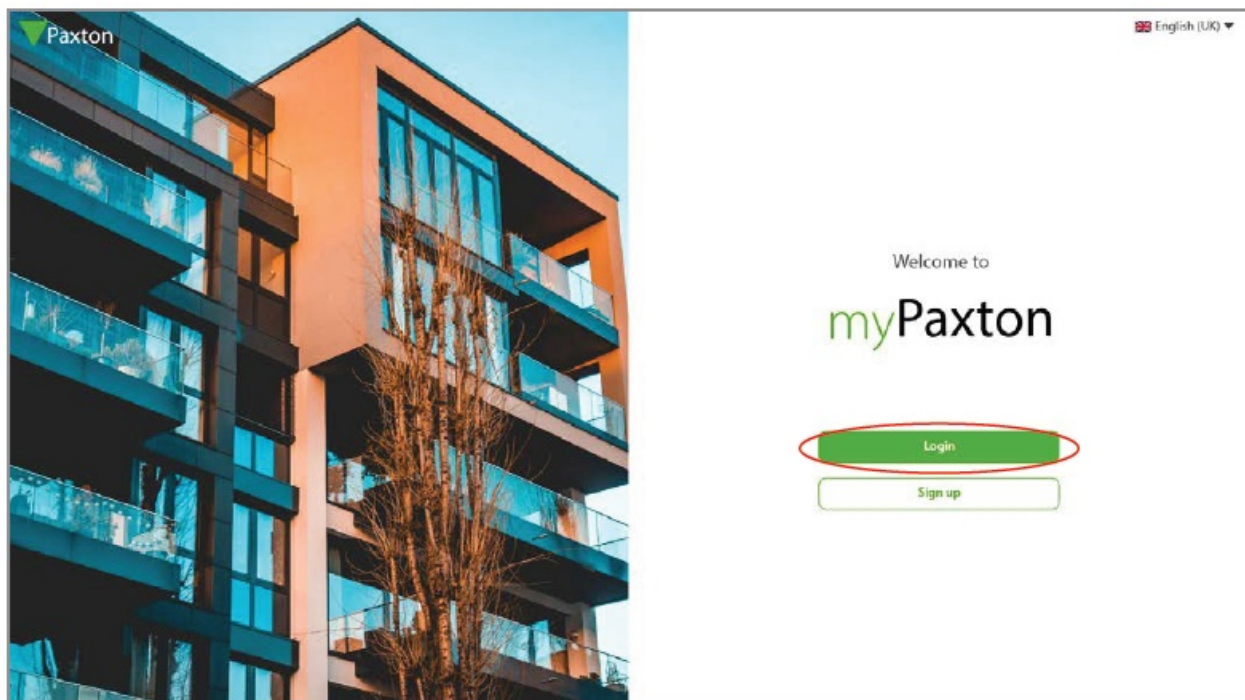


Download and install the Paxton Installer app.

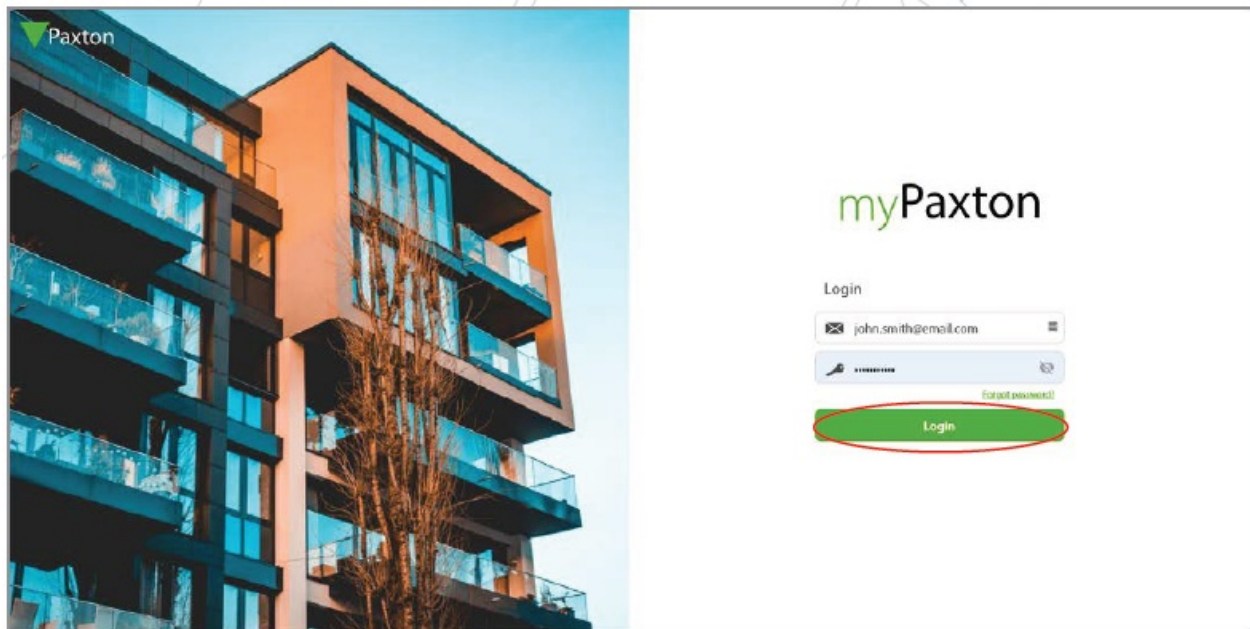
2. Open Paxton Installer and click 'Sign up'.
3. Fill in your personal and company details and click 'Register'.
4. Once submitted you will need to wait for your request to be verified by Paxton. This can take up to one working day.
5. Upon approval you'll receive a temporary password which can be used 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 in to the myPaxton portal

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

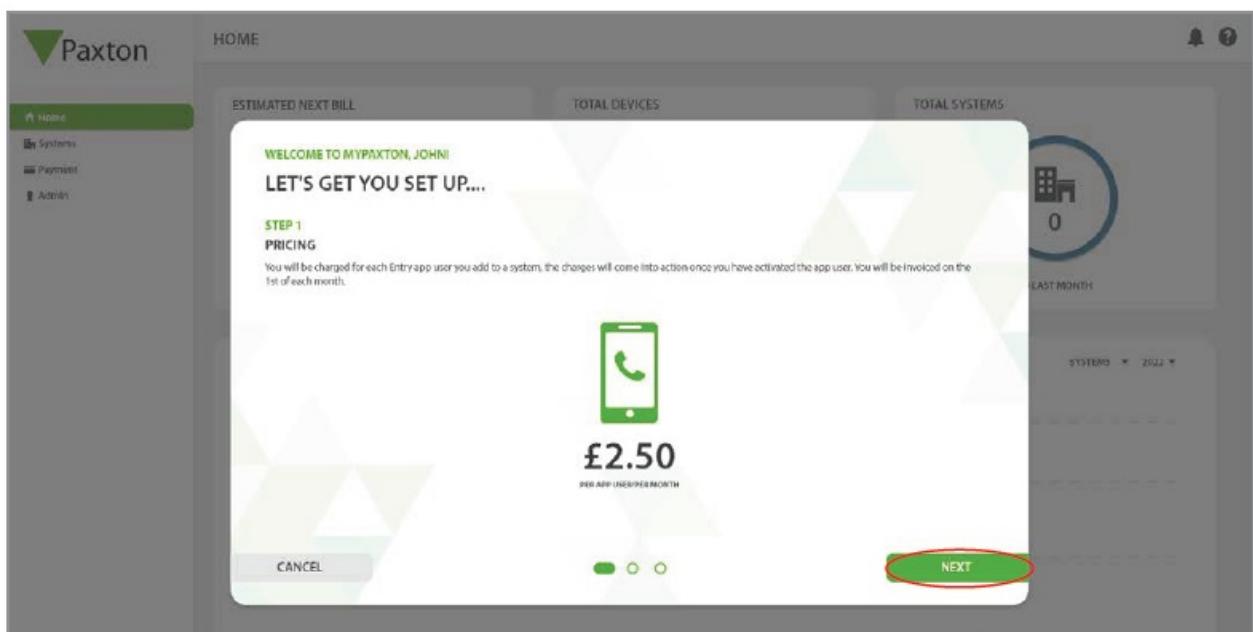


2. Enter your Registered Installer email and password and click 'Login'.



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'.

Paxton HOME

ESTIMATED NEXT BILL TOTAL DEVICES TOTAL SYSTEMS

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

By Clicking 'Next' you are accepting the terms and conditions of the payment options...

Automatic payment information...
These Terms will be applied fully and affect to your use of this application. By using this portal, you agree to accept all terms and conditions written in here. You must not use this application if you disagree with any of these Standard Terms and Conditions.

At Paxton Access, we take your privacy seriously and will only use your personal information to provide the products and

Manual payment information...
These Terms will be applied fully and affect to your use of this application. By using this portal, you agree to accept all terms

☒ Accept Terms & Conditions

BACK NEXT

Log out

- 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 required field

Cardholder's number *
Mr John Doe

Card number *
1234 1234 1234 1234

Expiry date *
06 / 25

Security code *
123

Worldpay (© 19 2021) All rights reserved.

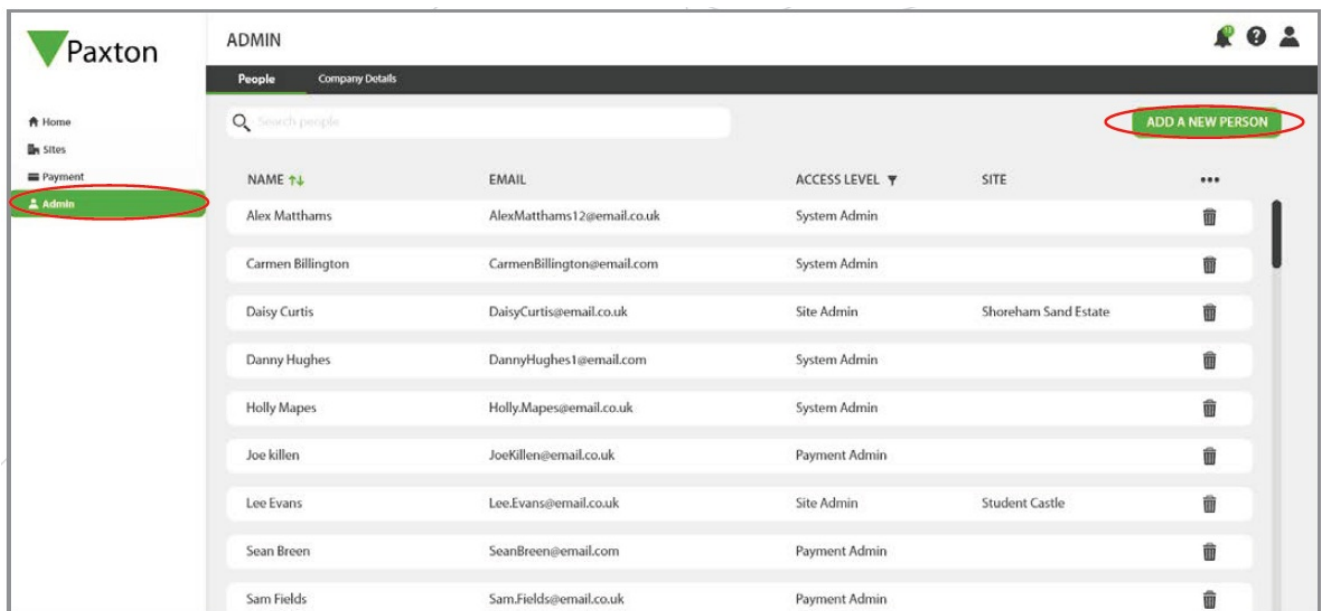
BACK FINISH

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'



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.

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)

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 'ADD A NEW PERSON' form in the Paxton system. The form includes fields for First name (Daisy), Last name (Burton), Email address (DaisyBurton@email.co.uk), and Access level. The 'Access level' dropdown is highlighted with a red circle and set to 'Site Admin'. The 'Site' dropdown is currently set to 'Select site'. The form also has 'CANCEL' and 'SAVE' buttons at the bottom right.

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.

The screenshot shows the 'ADD A NEW PERSON' form with the 'Site' dropdown open. The dropdown list displays several sites: Abacus House, Dorset Studios, ETC Ltd, Elite Sec, TLC Electrical, and Sensor Access Technology. 'Abacus House' is highlighted with a red circle. The 'Access level' dropdown remains set to 'Site Admin'. The form also has 'CANCEL' and 'SAVE' buttons at the bottom right.

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

PEOPLE > ADD A NEW PERSON

Home
Sites
Payment
Admin

DETAILS

First name *

Last name *

Email address *

Access level *

Site Admin

Site *

Select site

Abacus House

CANCEL

SAVE

© Paxton Ltd 1.0.0

Documents / Resources

	<p>Paxton APN-1202 Entry Creation and Administration of myPaxton Portal [pdf] User Guide APN-1202, APN-1202 Entry Creation and Administration of myPaxton Portal, Entry Creation and Administration of myPaxton Portal, Creation and Administration of myPaxton Portal, Administration of myPaxton Portal, myPaxton Portal, Portal</p>
--	--

References

- [User Manual](#)

[Manuals+.](#) [Privacy Policy](#)

This website is an independent publication and is neither affiliated with nor endorsed by any of the trademark owners. The "Bluetooth®" word mark and logos are registered trademarks owned by Bluetooth SIG, Inc. The "Wi-Fi®" word mark and logos are registered trademarks owned by the Wi-Fi Alliance. Any use of these marks on this website does not imply any affiliation with or endorsement.