

# 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

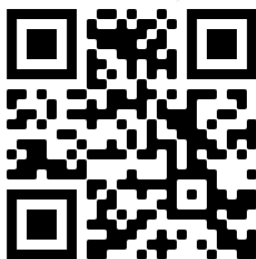
Depending on the type of business you wish to register, you can either register as an Installer or a System Manager. If you are already a Registered Installer skip to ['Logging in to the myPaxton portal'](#)

### 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

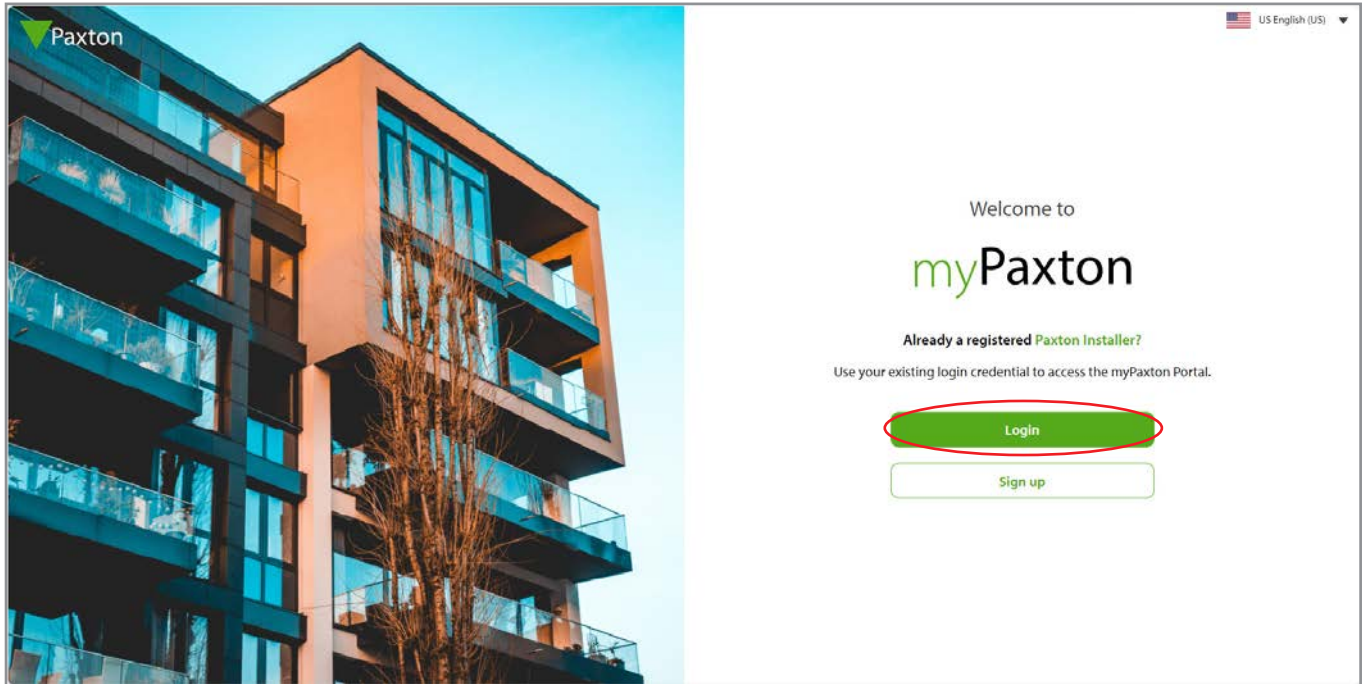
Don't have a Paxton Installer account? You can sign up for free using the Paxton Installer app, by scanning the QR code. You can also register on our website [here](#).



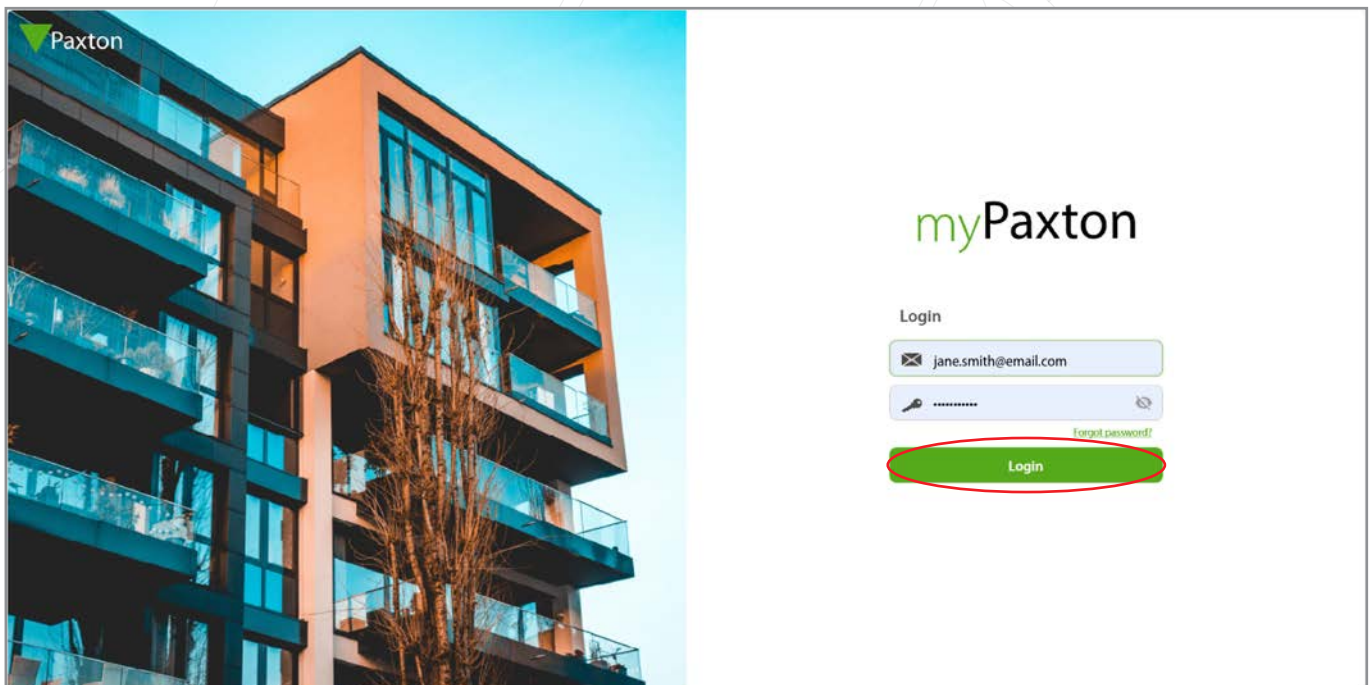
1. Download and install the Paxton Installer app.
2. Open Paxton Installer and click '**Sign up**'.
3. Fill in your personal and company details and click '**Register**'.
4. Once submitted you will need to wait for your request to be verified by Paxton. This can take up to one working day.
5. Upon approval 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'.



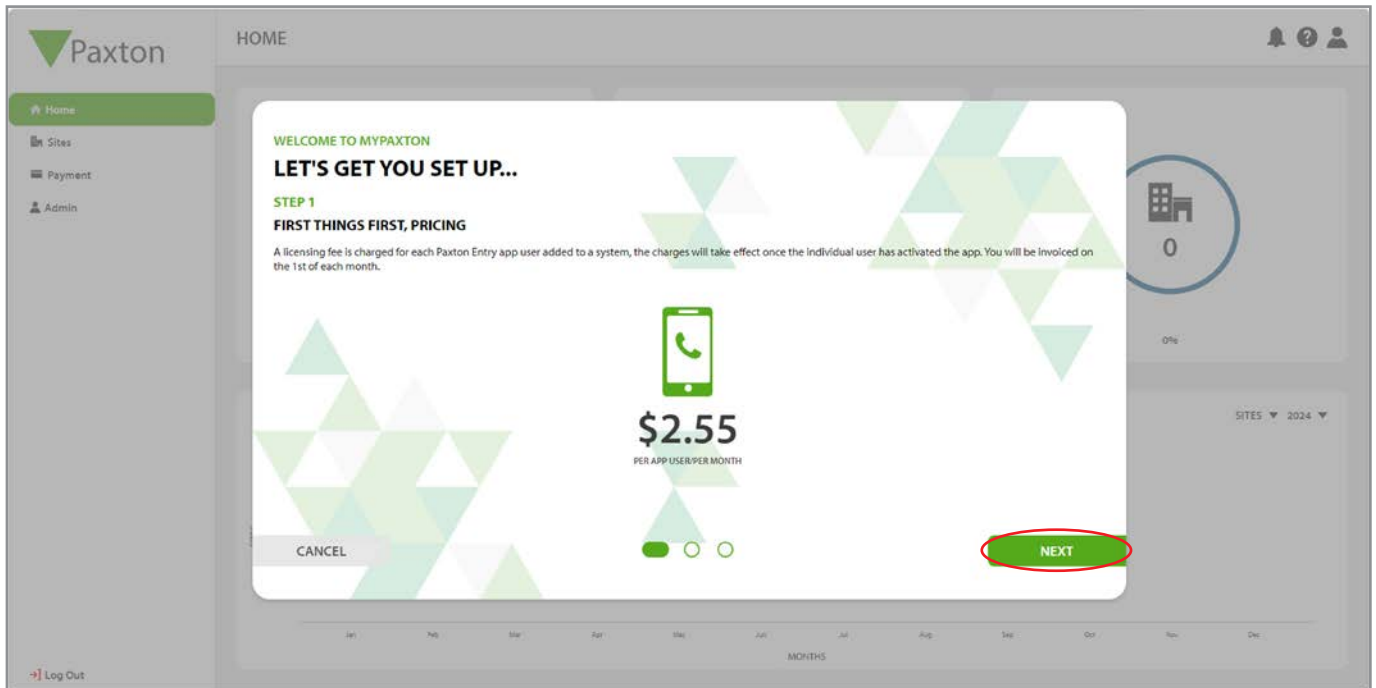
2. Enter your Registered Installer email and password and click 'Login'.



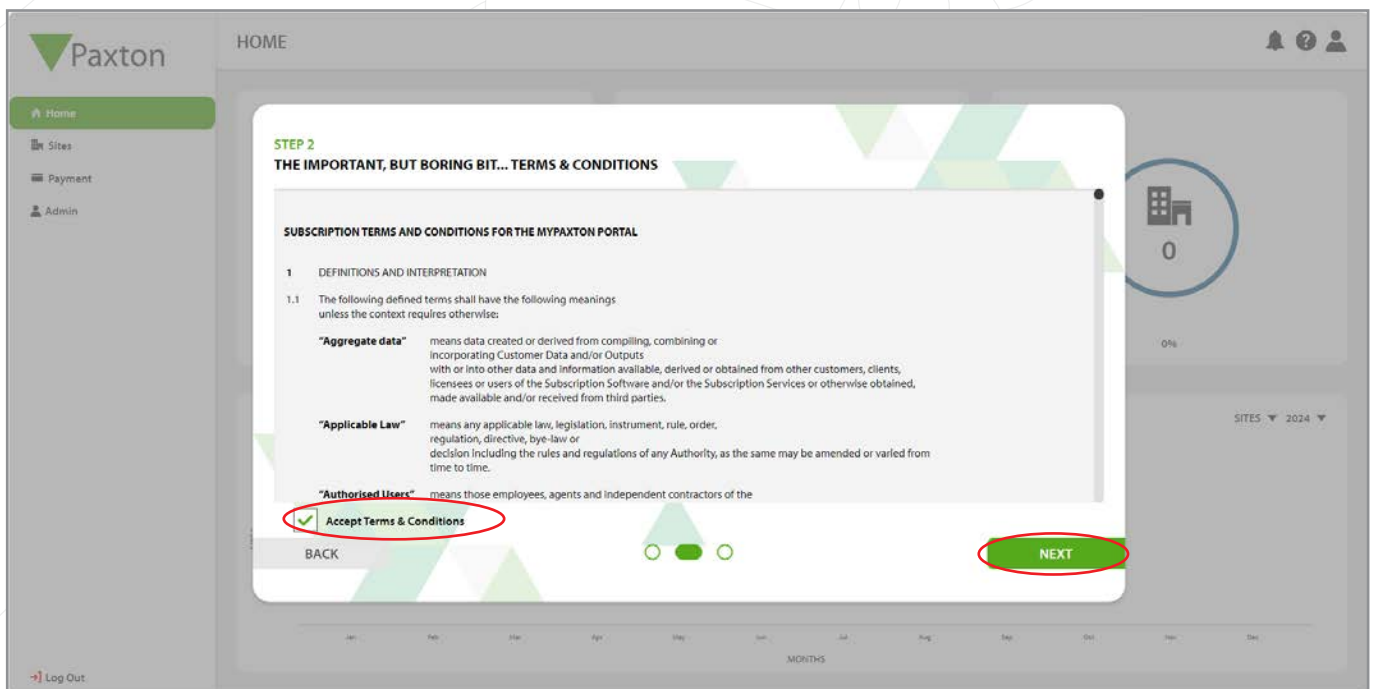
## First login

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.

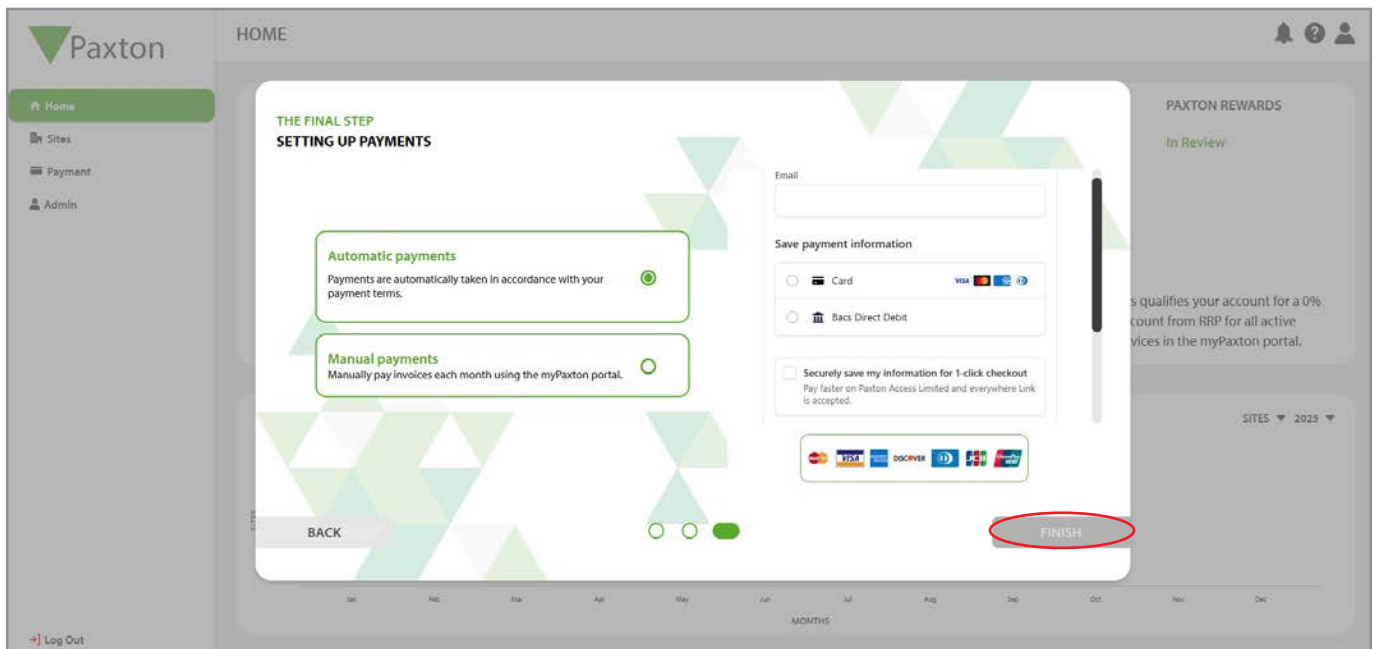
Now, let's get you set up...



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



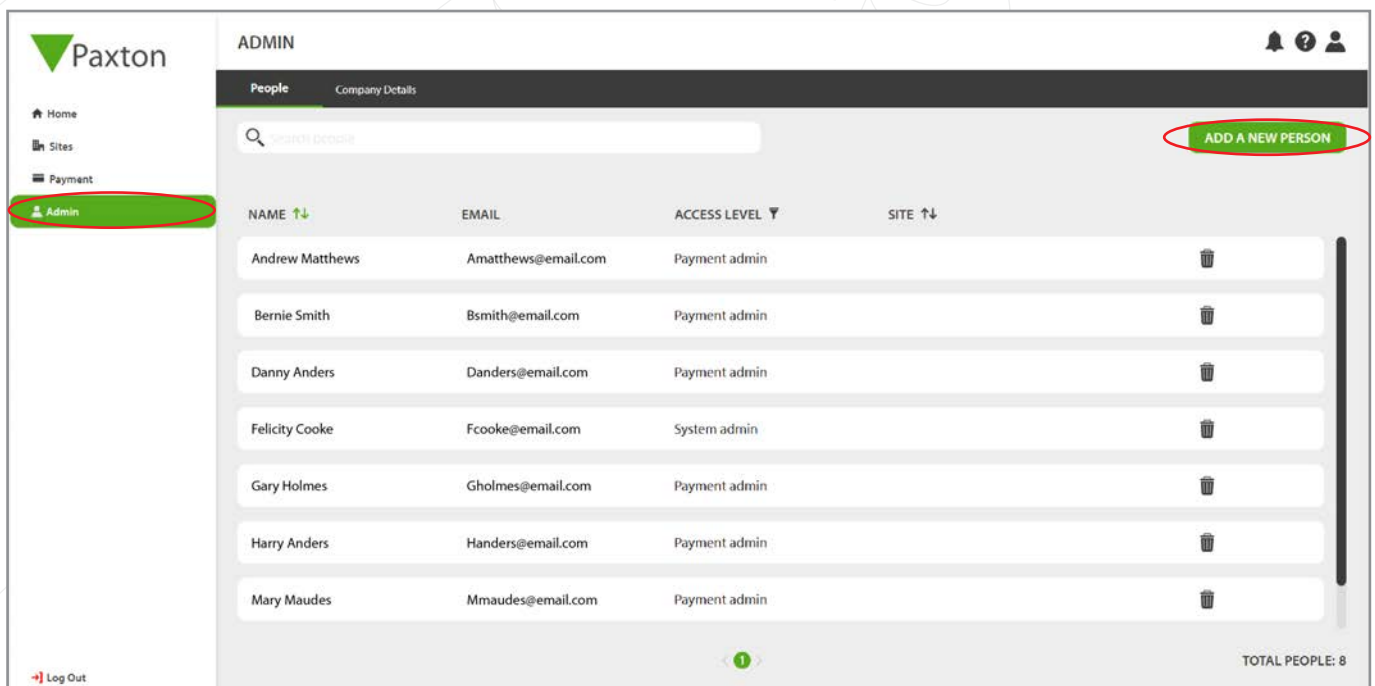
Finally, you will need to select your preferred payment option. Choose automatic payments and enter your card details, or select manual payments and click 'Finish'.



## 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.

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 'Admin' selected. The form fields are: First name (Daisy), Last name (Burton), Email (Daisyburton@email.co.uk), and Access level (Payment admin). The 'Access level' dropdown is open, showing three options: Payment admin, System admin, and Site admin. The 'Payment admin' option is highlighted with a red oval. At the bottom right, there are 'CANCEL' and 'SAVE' buttons. A 'Log Out' button is in the bottom left corner.

### 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 menu is highlighted with a red oval and is currently set to 'Site admin'. The form includes fields for First name (Daisy), Last name (Burton), Email (Daisyburton@email.co.uk), and a 'Sites' dropdown menu. The 'CANCEL' and 'SAVE' buttons are visible 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.

This screenshot shows the same 'ADD A NEW PERSON' form, but the 'Sites' dropdown menu is open, displaying a list of available sites: 'Training Room 1', 'Amy test', and 'Test ite'. The dropdown menu is highlighted with a red oval. 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 screenshot shows the Paxton web interface for adding a new person. The left sidebar contains navigation links for Home, Sites, Payment, and Admin (highlighted in green), along with a Log Out button at the bottom. The main content area is titled 'PEOPLE > ADD A NEW PERSON' and contains a 'DETAILS' section with the following fields:

- First name \***: Text input containing 'Daisy'.
- Last name \***: Text input containing 'Burton'.
- Email \***: Text input containing 'Daisyburton@email.co.uk'.
- Access level \***: Dropdown menu set to 'Site admin'.
- Sites \***: Dropdown menu with 'Training Room 1' selected and highlighted in blue.

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