

How To Add A New Web Office User

Please follow the instructions below to add a new web office user to your GoEpos account.

1. Using your web browser, go to the GoEpos website by visiting **goepos.com** and then click the **[WEB OFFICE LOGIN]** button in the top right.
2. You need to login with either the main Administrator email/password or login with another web office user email/password that has access to setup new web office users.
3. Once logged in click on **[5 Web Office Users]** and **[1 Web Office Users]**.
4. Click the **[Add User]** button in the top right.
5. Enter the email address, name and password.
6. On the **[Location Access]** tab tick on the **location(s)** that this web office user can have access to.
7. On the **[Main Menu]** tab tick on the main modules that the web office user can have access to.
8. Then for the **[Product Settings]**, **[Clerk Settings]**, **[Till Settings]**, **[Locations & Billing]**, **[Web Office Users]**, **[Accounts Settings]** and **[Reports]** tabs select the options they are allowed access to.
9. Click the **[Save]** button to save the new web office user.