

How To Subscribe To GoEpos

Before your FREE Trial period expires you will need to enter your credit card details and subscribe to your Till(s) for the required sales location. Please note that any remaining trial days will be forfeit as soon as you have successfully subscribed. Please follow the steps below to subscribe.

1. Login to your GoEpos Web Office account by visiting **goepos.com** and click the **[WEB OFFICE LOGIN]** button in the top right.
2. Once you are logged in click the **[4 Locations & Billing]** icon and then **[2 Sales Locations & Billing]**.
3. Click the **[Edit Location]** button at the end of the sales location line.
4. For the **[Billing Address]** tab enter your invoice business name and billing address details.
5. Click on the **[Subscription Details]** tab and tick the box for **“Master Till 1”** so it displays a green tick in it.
6. If you also have any Slave Tills (**Till 2 onwards**) click the **[Edit]** button and put a tick against each Slave Till required and click **[Ok]**. If you do not have any Slave Tills you can skip this step.
7. Now click the **[Payment Details]** tab, and input your Billing Email address that your paid invoices will be sent to.
8. Then click the **[Add Payment Card]** button and input your credit card details (debit cards are not accepted).
9. Then tick the box to agree to the T&C's and Privacy Policy.
10. Now click the **[Add Card]** button to add your credit card details and click **[Ok]** to the confirmation popup.
11. Finally click the **[Save]** button in the top right to make your first subscription payment(s).
12. If your subscription payment(s) was successful, the **Trial Period warning popups** on the Till(s) will stop and they will become subscribed for that months payment.

Please Note:

Subscription payment(s) will automatically be taken each calendar month until you decide to cancel as detailed in our terms & conditions.

Forgot Your Password?

If you have forgotten your web office account password, on the web office account login screen simply click the **“Forgot Your Password”** link below the **[Login]** button to send yourself a password reset link email.