



Cloud Based POS At Your Fingertips

How To Temporarily Unsubscribe Your Till(s) Without Closing Your GoEpos Account

If you would like to temporarily unsubscribe your Till(s) from a Sales Location(s) without closing your GoEpos account, please follow the simple instructions below.

IMPORTANT!

As soon as you unsubscribe the Till(s), those unsubscribed Till(s) will stop working immediately! It is therefore advised to only unsubscribe your Till(s) just before your next subscription payment(s) are due, therefore you can still continue to use the Till(s) for the remaining time of your paid subscription(s) before you unsubscribe.

- 1 Firstly on the Till Clerk login screen you must press the **[Check For Updates]** button and wait and make sure in the bottom left of the screen it says **"Sales Data Uploaded Ok"** and do this for each till you want to unsubscribe.
- 2 Now login to your GoEpos Web Office account by visiting **goepos.com** and click the **[WEB OFFICE LOGIN]** button in the top right.
3. Once you are logged in click the **[4 Locations & Billing]** icon and then **[2 Sales Locations & Billing]**.
4. Click the **[Edit Location]** button at the end of the required sales location line.
5. Now click on the **[Subscription Details]** tab.
6. If you want to unsubscribe the **Master Till 1** you need to **Untick** the green tick box next to **"Master Till 1"**.
- 7 If you want to unsubscribe any **Slave Till(s)** click the **[Edit]** button and **Untick** the required **Slave Till(s)** and click **[Ok]**. If you do not have any Slave Tills you can skip this step.
8. Now click the **[Save]** button in the top right to cancel the subscription(s) for the Till(s) you selected.
- 9 Finally on each Till you unsubscribed, again on their Clerk login screen press the **[Check For Updates]** button and you should see the user alert confirming the Till is now unsubscribed.

MAKE SURE YOU DO NOT DELETE THE GOEPOS TILL APP FROM THE IPAD!

What If I Decide To Resubscribe Again?

You can resubscribe the Till(s) again at any point. If you do, you will be creating a new subscription(s) for the Till(s) and their first payment will be taken immediately on successful subscription(s) creation and further payment(s) will automatically be taken again each calendar month from that date until you decide to cancel them again as detailed in our terms & conditions.

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