

The **Users** section in TacticalPay POS lets you add staff accounts and control what each person can access. Every user is assigned an access level that determines which features they can see and use within the POS.

Part 1 — Managing Users

1 Navigate to Account > Users

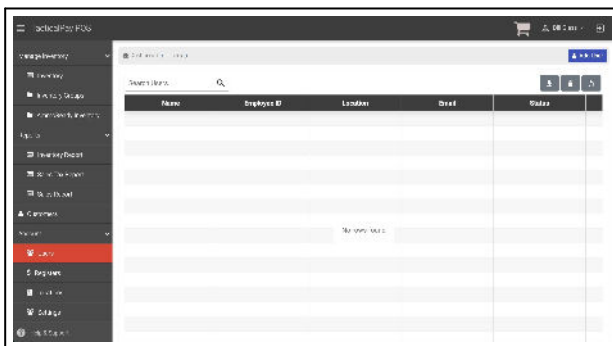


Fig. 1 — Users list: name, Employee ID, location, email, and status

Go to **Account > Users** in the left navigation menu. The Users list displays all staff accounts with their name, Employee ID, location, email address, and account status.

Click **Add User** (top right) to create a new account.

2 Add a User and assign an access level

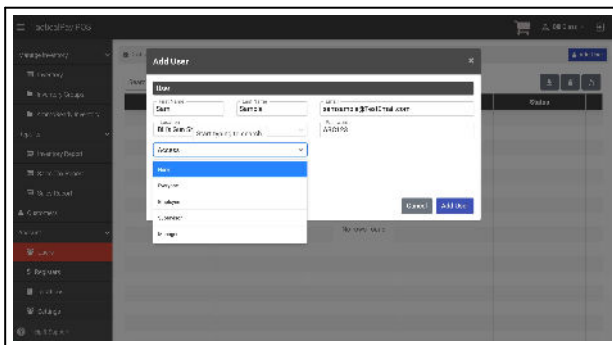


Fig. 2 — Add User: Access dropdown showing available permission levels

Complete the Add User form:

- **First Name** and **Last Name**
- **Email** — used as the login username
- **Location** — the store location this user is assigned to
- **Password** — set an initial password for the account
- **Access** — select the appropriate permission level (contact TacticalPay support for a full breakdown of permissions)
- **Employee ID** — an optional internal identifier that appears in sales reports

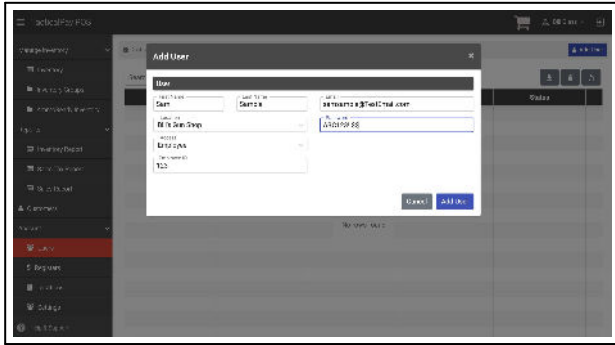


Fig. 3 — Completed Add User form with Employee access level and Employee ID

Once all fields are filled in, click **Add User** to save the account. The new user can log in immediately with their email and password.

Important: Share the initial password with the new employee securely and encourage them to change it after their first login.