How to set up and manage users

You can support multiple users having access to your EFTPOS Air account through the **User** section of the **Business Settings** menu.

1. Tap the (+) button at the top right of the screen (for iPhone), or at the bottom right of the screen (for Android).

2. Enter the email address of the new user.

3. Allocate a role and tap on the **Done** button.

4. The new user will receive an email inviting them to use EFTPOS Air, they can then download the app, complete their first sign in and enable contactless payment.

iPhone	Android
2:36 — SOS — Back Manage Additional Users + — USERS — tom@sirwhite.com — Operator >	12:49 — 87% — ← Manage Users — tomg@questps.com.au — Operator > — +
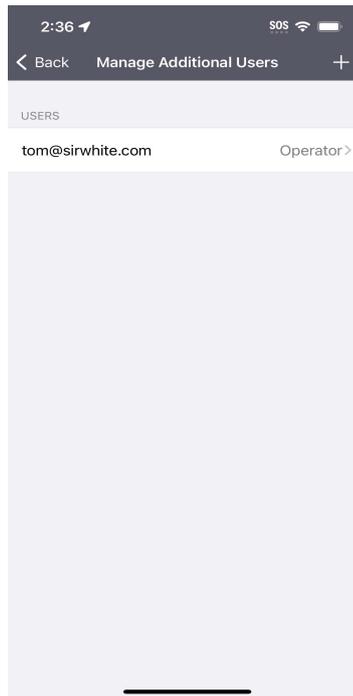
Role	Description
Manager	Same level access as the main user *except* for modifying business details or features within the **Business Settings** menu*.
Operator	Access to accepting payments and creating and processing invoices*.

Using the EFTPOS Air Portal, business owners can create new role types and role description using Roles & Features. Once created, the new role will appear for selection to assign to your users.

* You can edit and provide role specific access via the EFTPOS Air Portal at: portal.eftposair.westpac.com.au