

Quick Start Guide Global Payments Register



Get started

Thank you for choosing Global Payments Register. The following items will help you get started quickly:

1. **Welcome email** – This email will contain your user credentials for accessing the software and system setup.
2. **Hardware** – Your tablet and payment terminal are included. If you ordered optional hardware, they will arrive in a separate shipment.
3. **Getting Started** – There are two (2) important documents that you will need to get started. Please visit our help site to access the documents. Scan the **QR code** on the right or visit the following URL:
<https://poshelp.globalpaymentsinc.com/getting-started.htm>
 1. Register Setup Guide – This guide will provide step by step instructions on how to connect and configure your hardware.
 2. Quick Reference Guide – This guide will provide step by step instructions on common tasks like how to perform a sale, refund, settlement, and how to create items.



Welcome Email

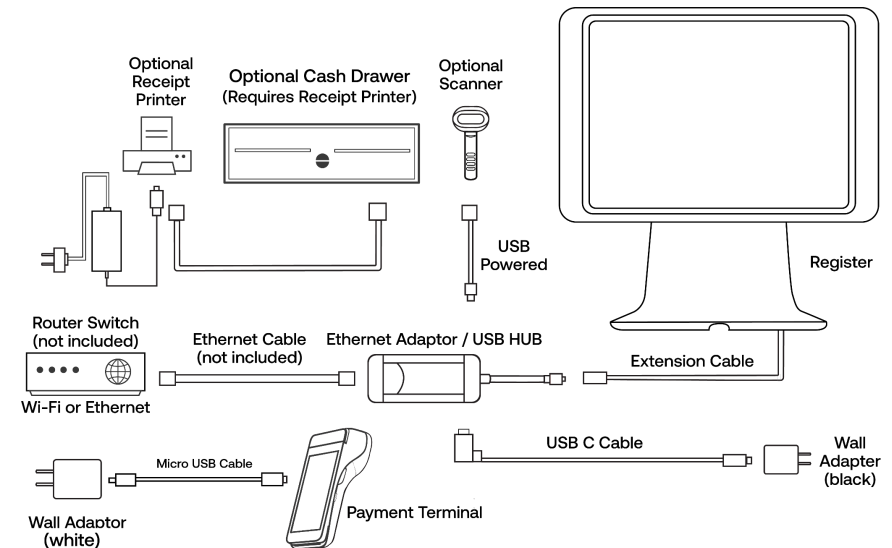
Once your account has been created by Global Payments, you will receive a welcome email from POS-noreply@globalpay.com. This email will contain your **store name** and your **login credentials**.

- To login to the **app**, you will need the three (3) following credentials: **Account ID**, **Username**, and **Password**
- To login to the web-based **back office**, you will need the two (2) following credentials: **Email**, and **Password**

Please use the temporary password provided in your welcome email. Upon your first login, if prompted, select a new password. **NOTE:** Passwords are the same for both the app and the web-based back office.

Hardware setup

The following diagram illustrates how to connect your payment terminal to the tablet and power them up.



Follow these steps to set up your hardware:

1. Plug the **USB hub** into the cable that is connected to the **tablet stand**.
2. Connect the **L-shaped end of the USB C cable** to the **USB hub**.
3. Plug the **other end of the USB C cable** into the **black power adapter**.
4. Plug the **power adapter** into a power outlet.
5. Register should turn on automatically. If not, tap the **power button** located on the top left side of the Register.

Once you have completed the setup of your hardware, complete the additional steps outlined in the Register Setup Guide to get ready to accept payments.

Back office

The Register Back Office comes with the management tools, reporting, and insights that help you run and grow your business through any web browser at POSPortal.globalpaymentsinc.com

Support

Help site [/poshelp.globalpaymentsinc.com](http://poshelp.globalpaymentsinc.com)

Contact us Monday through Friday 8:00am – 10:00pm ET | Weekends and Holidays 9:00am – 5:00pm ET, t.1.888.682.3309 option 1