

Account Registration Guide

Registration Steps

1. Navigate to
2. Click **“New to XPOS? Create an Account”** located beneath the login button.
3. The **Create Admin Account** page will appear, displaying the registration form.
4. Enter the required information, including **Full Name, Email Address, Phone Number, Password**, and **Referral** (if applicable).
5. If you were referred by one of our authorized partners, select the appropriate partner from the **Referred by** drop-down menu to facilitate support.
6. Review your details, then click **Register** to complete the account creation process.
7. Upon successful registration, you will be automatically redirected to the **Dashboard** to begin setting up your first shop.
8. From the Dashboard, click **Create Shop** in the bottom-right corner. Until a shop is created, additional dashboard features will remain inaccessible.
9. Complete the shop setup form by providing details such as **shop logo, business name, preferred currency, address, phone number, business TIN, and category**.
10. Select the appropriate business category from the **Category** drop-down list.
11. After your shop is successfully created, the Dashboard will update to display all available sidebar features, and you will be redirected to **Stripe** to complete your subscription payment.
12. Once payment is confirmed through Stripe, all sidebar menu options will be activated, allowing full access to sales and transaction processing features.
13. Subscription details and billing management can be accessed at any time via the **Account Information** page in the sidebar.

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