Registration

Initial Registration for SirclePOS

Begin Registration

1. Select the **"registration"** button as seen below.

2. After accepting the agreement prompt, please enter the appropriate unique information for "Step 1" and select **"register a new store"**. This information will be provided for you upon purchase. You will need the **email, password, and store id**.

- Continue to fill out the remainder of the information relevant to your store and proceed onward by hitting the **"continue"** button at the end.
- You will be prompted to create a station ID upon submitting the information from the set above. Create one for your own convenience to keep track of stations. *Example – "01".*

3. Fill out the "Step 2 and 3" information

- Simply fill out the information regarding store information and tax rate. The "store number" can be any sequence of numbers.

Store Number	Ex: 1234
Store Name	@2131427334
Address Line 1	Enter Your Business Address Line 1
Address Line 2	Enter Your Business Address Line 2 (If Needed)
Contact No.	Enter Your Business Phone Number
Email ID	Enter Your Business Email Address
Footer Message	Enter Any Footer Message Information: See Examples Belo

TAX1	0.00	%
TAX2	0.00	%
TAX3	0.00	%

4. Your registration is now complete! You can now enter your access ID and access all point of sales features.

Enter your Access Id

Forgot your Access Id? Please press here.

| 1 | 2 | 3 | DELETE |
4	5	6	
7	8	9	CLEAR
0	00	LOGIN	

Printer and Cash Drawer Set Up

5. Follow the below steps to set up your cash drawer and receipt printer with the software.

- Navigate through the settings options. Settings → Hardware Setup
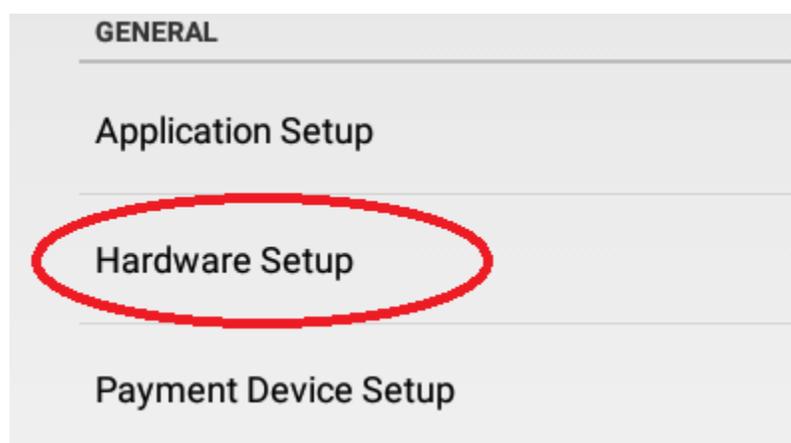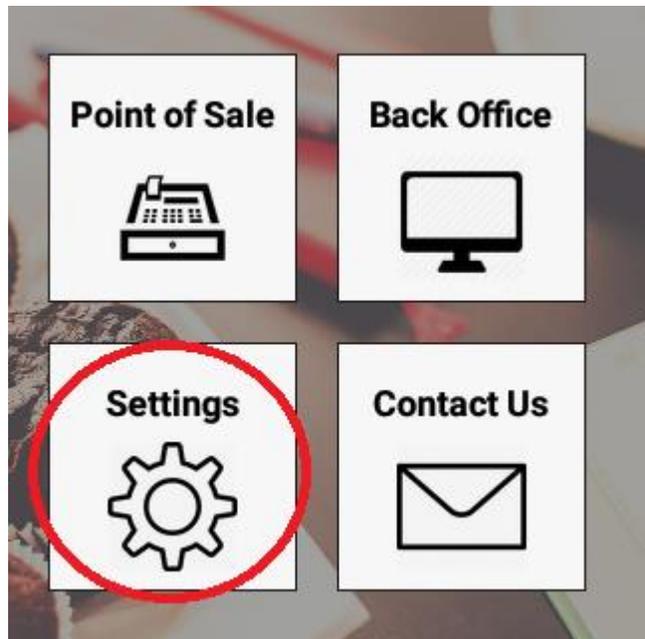
- Navigate to "Printer Setup" and select the appropriate options for the following settings.
- **Printer Type – ON**
- **Printer Brand – Select the appropriate brand (Star Micronics if Star Printer).**
- **Choose Bluetooth Printer – Select the paired Bluetooth printer**
- **Change receipt size to 72 mm if using a Star printer.**
- Once complete you can use the "Click to Print Test Page" option to test the printer.
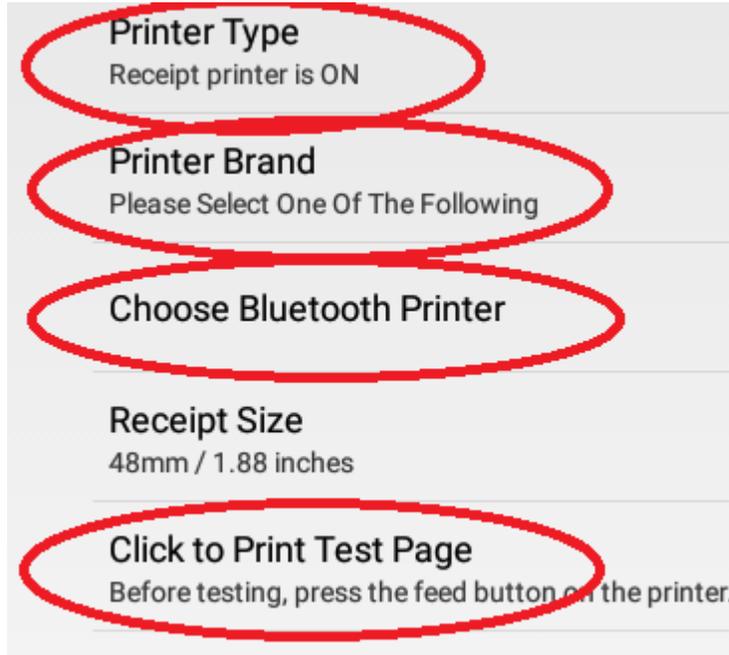
- For the Cash Drawer navigate backwards one screen and select "Cash Drawer Set Up"
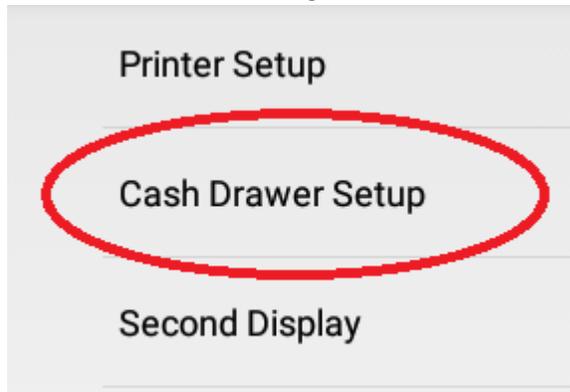
- Here make sure that the setting is set to "printer driven".