Business Management

- Registering your Business

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Follow the steps below to register a new business in the system:

Step 1: Click on the “Register Business” Button

- On the **Welcome Page**, click the **Register Business** button to begin the registration process.

Step 2: Fill in Business Details

- Enter the relevant information such as **Business Name**, **Start Date**, etc.
- Select the appropriate **Currency** and **Time Zone**.
- Click **Next** to proceed.

Note: Currency and Time Zone can be different for each registered business.

Step 3: Enter Tax Details

- Provide the **Tax Name** and **Tax Number** (e.g., **GST**, **VAT**).
- Tax fields are not mandatory and vary based on country regulations.
- Click **Next** after filling out the tax information.

Step 4: Add Business User Details

- Fill in the required **User Name**, **Email**, **Username**, and **Password**.

NOTE: These credentials will be used to **log in**, so make sure to remember them.

- The user created during this step will be the **Admin** of the business.

NOTE: Additional admins can be added, edited, or deleted later from the **User Management** section.

Step 5: Complete Registration

- Click the **Register** button.
- After successful registration, you will be redirected to the **Login Screen**.
- Use the **Username** and **Password** created in Step 4 to log in.