


How to add an employee to a DCash Merchant account

The DCash Merchant application provides multi-lane functionality for stores where more than one cashier or checkout lane needs simultaneous access to account funds. To use multi-lane functionality, the individual who originally registered for DCash Merchant (or an administrator) simply adds employees to the account.

1. Tap the **Menu** icon  at the top left.
2. Tap **Employees** and then tap **Add Employee**.
3. Add the employee's name and assign them a username.
4. Add a temporary (minimum of 12 characters) password. The employee will be prompted to change this the first time they log in.
5. Select the employee's role. Keep in mind that each role has different access permissions. You can see each role's permissions by selecting it from the **Role** drop-down menu.



6. Slide the arrow to the right to add the employee.
7. After you add the employee, give them the username and password you set up.