

SimpleConsign GoLive Worksheet

Migration Date & Time:

Migration
Rep:

Rep
Contact:

Settings Call Notes:

- ☐ Admin/Manager Back-Office Login ID:
- ☐ Admin/Manager Password:
- ☐ Your 1st Terminal ID & Password:
- ☐ Your 2nd Terminal ID & Password:
- ☐ Your 3rd Terminal ID & Password:
- ☐ Your Cashier Terminal/Override PIN:
- ☐
- ☐

Action Steps:

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

Additional Contact Info:

Important Dates & Reminders:

- ☐ Settings Call Date & Time:
- ☐ Cashier Training Date & Time:
- ☐ Manager Training Date & Time:
- ☐ Complete Onboarding Questionnaire
- ☐ Complete SimplePay Application
- ☐ Order SimplePay Device/s
- ☐