Security checklist

One page of the security settings to put in place before opening, and what to review each month and when someone leaves.

Every plan

Available on every MonsoonOS plan: Full Wash Platform and Rain Pay Terminals Only.

Print this page or keep the PDF from the guide home. Items marked (Full Wash) do not apply to Terminals Only.

Before you open

- ☐ **Change the kiosk service PIN** from the default. (Kiosk service PIN)
- ☐ **Check every Experience terminal shows Locked** in the **Screen lock** column. (Screen lock)
- ☐ **Set a strong admin password** you use nowhere else, on a work email you will keep. (Sign-in and passwords)
- ☐ **Give everyone their own login** with the smallest role that fits. (Full Wash) (Invite and remove team members)
- ☐ **Limit people to their locations** if you have more than one site. (Full Wash) (Limit someone to certain locations)
- ☐ **Review the Staff role**, and turn off anything your staff should not do, such as **Bill fleet accounts**. (Full Wash) (Built-in roles)

Every month

- ☐ Open the **Terminals** page for each location. Every terminal should be **ACTIVE** with a recent **Last seen**. Revoke any you do not recognize.

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- [ ] Read **Customers & team › Team › Activity** for role and access changes you did not expect. (Full Wash) (Team activity)
- [ ] Check **Customers & team › Team › People** still matches who works for you. (Full Wash)
- [ ] Check **Held Payments** is empty.

When someone leaves

- [ ] **Terminate** them on **Customers & team › Team › People** the same day. (Full Wash)
- [ ] **Change the kiosk service PIN** if they knew it.
- [ ] **Change the admin password** if they knew it.

When a phone or computer you sign in on is lost

- [ ] Open **Admin Settings** and select **Sign out everywhere**. (Sign-in and passwords)

When a terminal goes missing

- [ ] **Revoke** it on the Terminals page.
- [ ] **Email support@cactuswashsystems.com** with its serial number.
- [ ] **Change the kiosk service PIN.**

(Lost or stolen terminal)

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