

Invite AFYF as a User

Once you have subscribed to Xero and created your login details:

- ➔ Log into Xero
- ➔ Click on the business name at the top left-hand side of the screen
- ➔ This will open up the organisation menu
- ➔ Select Settings
- ➔ Select Users under the General column
- ➔ Click Invite a User
- ➔ Enter their Details:
 - First name - Stuart
 - Last name - Johnston
 - Email – stuart@afyf.com.au
- ➔ Under ‘Give them access to’ tick the boxes for:
 - Payroll admin
 - Business and accounting –
 - Once you tick this box please select the access level as Advisor – this is the level required for accountants & bookkeepers
 - Tick the option to Manage Users
- ➔ Click Send Invite