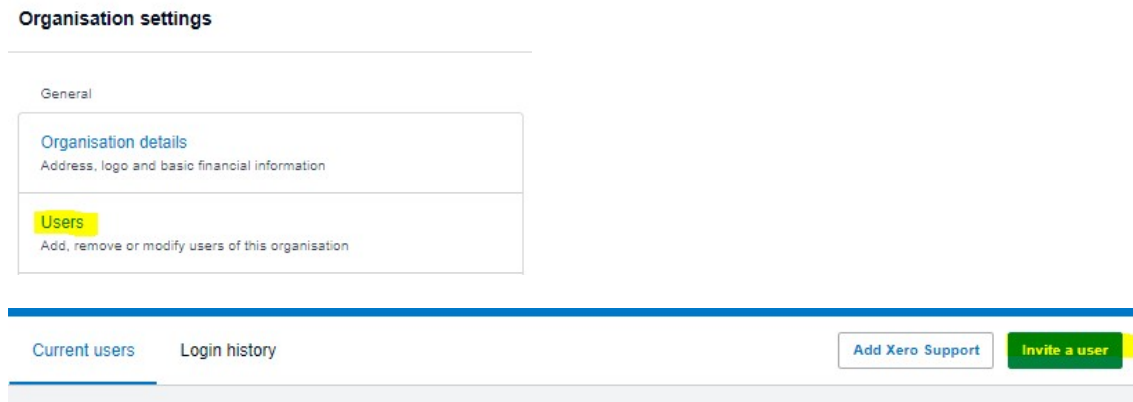


How to give Xero User Access

Click on the main menu (your xero file name) then choose Settings.



Select Users, then click the green invite a user button: and complete at follows:



Please invite us using the following details:

Tina Kirwan

xero@runningthenumbers.com.au

Enter their details

First name	Last name
<input type="text" value="Tina"/>	<input type="text" value="Kirwan"/>
Email	
<input type="text" value="xero@runningthenumbers.com.au"/>	

Please ensure we have the following access:

- Projects and Expenses (if applicable)
- Payroll Admin
- Business and Accounting
 - o Advisor
 - o Bank Account admin
 - o Manage Users Access

Payroll admin

Allow this user full payroll access, including preparing and posting pay runs and payroll reporting

Business and accounting

How much access do they need?

i This role has full access and includes advanced accounting features. It's ideal for accountants and bookkeepers. [Understand user role details](#)

Sales and purchases

Bank accounts and balances

Bank account admin Can add and edit bank account details held for customers and suppliers

Reports

Publish reports

Set lock dates

Submit BAS Can send tax obligations to the government directly from Xero

Edit settings

Manage users Can invite new users, edit user roles, and delete users

Click: Send Invite