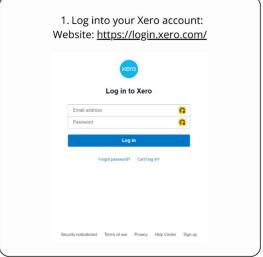
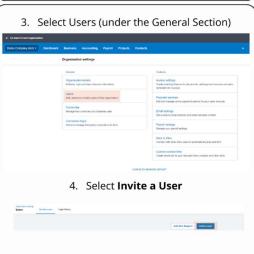
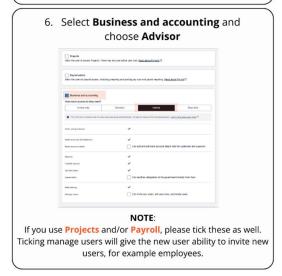
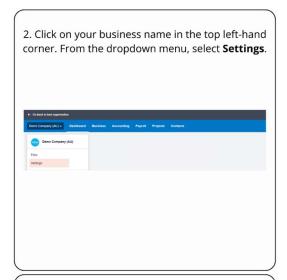


How do I set up my Accountant on Xero?









- 5. Enter in your Accountant or Bookkeepers:

 a) First name
 b) Surname
 c) Email Address

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 NOTE: Double check with your Accountant /
 Bookkeeper which email address they use to log into Xero, as this has to be the email address entered.
- 7. Add a message (optional)
 8. Click Send Invite

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After you have completed all the above steps, your accountant or bookkeeper will receive an email with the invitation link. They will need to accept the invitation so that they can access your Xero. This access is provided immediately.