

HOW TO ADD SCANLON RICHARDSON AS A USER IN XERO



1

In Settings menu select General Settings

2

Select Users and then click Invite a user

3

In the details section enter "Scanlon" in First name field, "Richardson" in Last name field and "cloud@srfg.com.au" in the Email field

4

In the access section, please ensure that the following items are ticked/selected:

- Payroll admin
- Business and accounting > select "Adviser"
- Bank account admin
- Manage users

5

Select Send Invites

