

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

