The Peak Partnership
BUSINESS ADVISERS

CONNECT WITH XERO. INVITE YOUR PEAK ADVISER INTO YOUR BUSINESS.

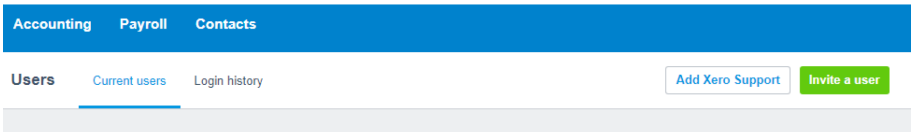
Welcome to cloud accounting with your Xero software. Now your Peak advisers can work with you on your accounts in real-time, so your financial data is always up-to-date. But before we can start working collaboratively with you, we need your permission to access your live information.

1 Click on your organisation name in the top left corner and then select **Settings**.

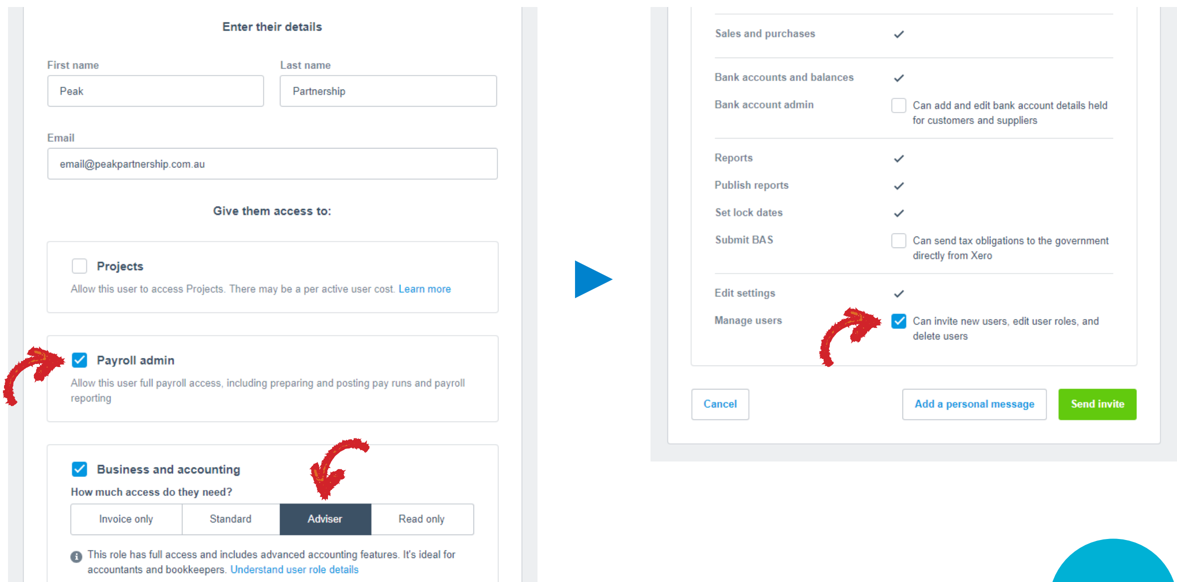
2 Click on **Users** under **Organisation settings**.

3 Review your list of Users and delete any Users who should no longer have access to your files.

4 Click on the green **Invite a user** button at the top right of the menu (see Diagram 1 below).



5 On the **Enter their details** screen, enter the details as shown in Diagrams 2 and 3 below.



xero GOLD PARTNER

6 Click the green **Send invite** button at the bottom right of the screen.

Learn more at www.peakpartnership.com.au