The Peak Partnership
BUSINESS ADVISERS

xero PLATINUM PARTNER

INVITE YOUR PEAK ADVISER TO JOIN YOUR BUSINESS. CONNECT WITH XERO.

Welcome to online accounting with Xero. Now your advisers at The Peak Partnership 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** from the dropdown.
2. Under **General**, click on **Users**.
3. Click on the blue **New User** button. New user
4. Enter the new user's first name, last name and email address. To enable your Peak adviser as a new user, use **Peak** for First name, **Partnership** for Last name and **email@peakpartnership.com.au** for Email address.
5. Under **Role**, select the relevant user role for the user. For your adviser at The Peak Partnership, it's best to select **Administrator**. Make sure we have **Full access** to all items, except **Xero Me**.
6. Click the blue **Send invite** button and you have a new user who can access your Xero file. Send invite