

Adding SSC as Your Accountant in Xero

A quick guide to inviting us to your Xero account so we can get started.

Before you start

You'll need to be logged in to Xero as the account owner or someone with permission to manage users. The whole process takes about two minutes.

SSC is a registered **Xero Partner**, so you're in good hands. As a partner practice, we may also be able to help you access discounted Xero subscriptions — just ask us.

You'll need the following details:

Name:	Sue Cooke
Email:	sue@sscaccounting.co.uk

Step by step

- 1 Open Settings**
Log in to Xero. Click on your **company name** in the top left corner, then select **Settings**.
- 2 Go to Users**
In the Settings menu, click **Users**. This is where you manage who has access to your Xero account.
- 3 Invite a new user**
Click the green **Invite a user** button.
- 4 Enter our details**
Enter **Sue** as the first name, **Cooke** as the last name, and **sue@sscaccounting.co.uk** as the email address.
- 5 Set the access level**
Under "**Give them access to**", tick **Business and Accounting**. Then click the **Adviser** tab and make sure all options are ticked. If you use Xero for payroll and would like us to manage that too, also tick **Payroll Admin**.
- 6 Send the invitation**
Click **Send invite**. We will receive an email and accept the invitation — usually within a few hours.

That's it! Once we accept the invitation, we'll have access to your Xero account and can start working on your books straight away. You don't need to do anything else.

Need help?

If you get stuck or anything doesn't look quite right, just give us a ring on **01244 564390** or email **hello@sscaccounting.co.uk** and we'll walk you through it.



SSC Accountants & Business Advisors

Xero Partner

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