HOW TO ADD EPITELEO BOOKKEEPING TO YOUR XERO FILE

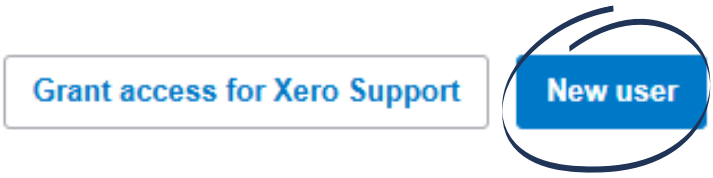
EPITELEO BOOKKEEPING

1. Log in to Xero and open the drop-down menu by clicking on your business name in the top left corner

2. Select 'Settings'

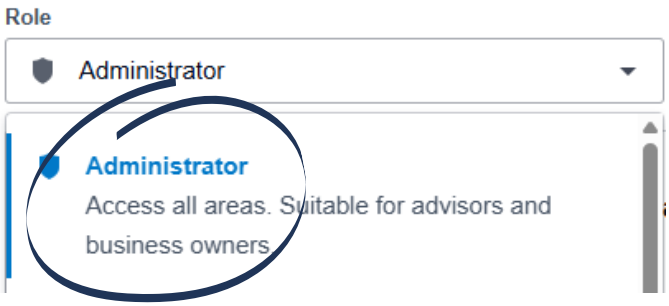
3. Under the General section select 'Users'

4. Click the 'New user' button from the top right corner



5. Enter your Advisor's name (Hannah Hunt) and email address (hannah@epiteleobookkeeping.com)

6. Choose “Administrator” from the Role dropdown menu



6. Click 'Send Invite' and you are done!



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xero BRONZE PARTNER