

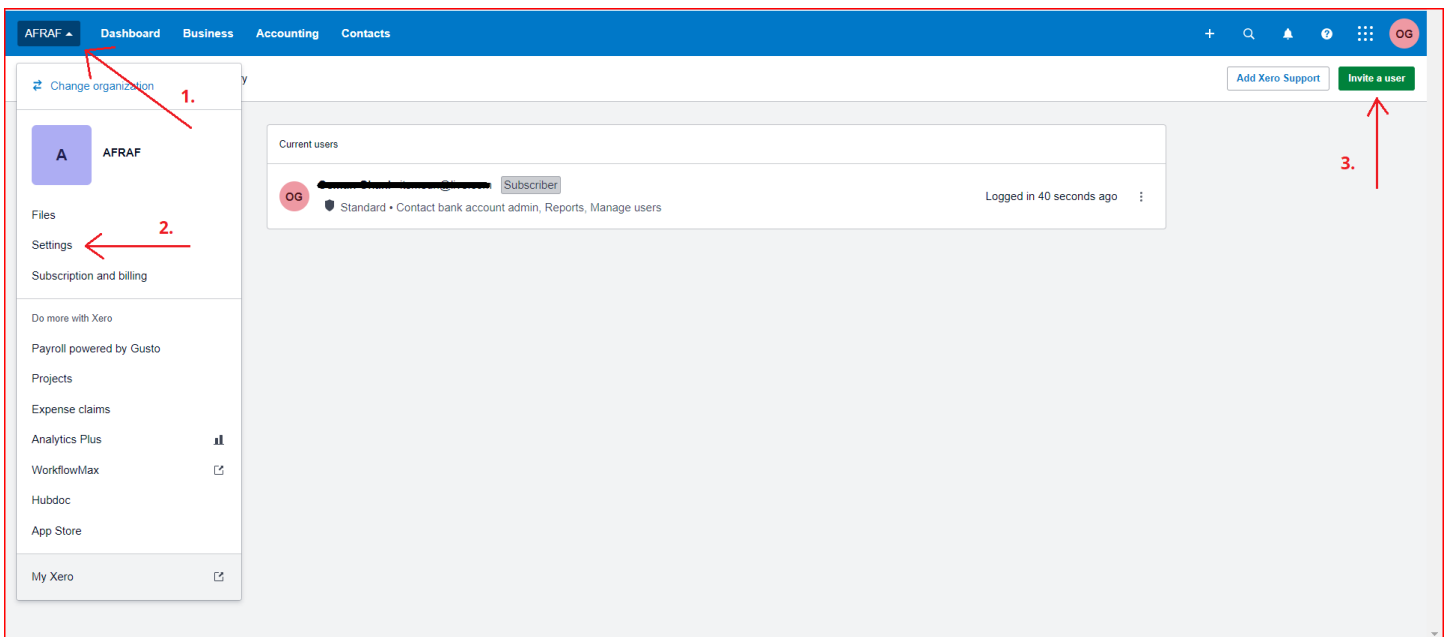


How to Add 'Accounting for Rentals and Flips' as an Accountant to your Xero Accounting Software

Step 1: On the top left of the screen, click on the Drop Down Menu

Step 2: From the Drop Down Menu, click on "Settings"

Step 3: From this Settings screen, in the top right corner click on the green button "Invite a User"



Step 4: Fill with the fields with the name and email of our senior Accountant Daniel Ghani, as shown in the screenshot below.

Step 5: Check the box “Business and Accounting”.

Select the box “Advisor”.

The screenshot shows the 'Invite a user' form in the Xero interface. The form is titled 'Enter their details' and contains the following fields and options:

- First name:** Daniel
- Last name:** Ghani
- Email:** Daniel.ghani@afraf.co
- Give them access to:**
 - Projects**
Allow this user to access Projects. There may be a per active user cost. [Learn more](#)
 - Business and accounting**
How much access do they need?
 - Invoice only
 - Standard
 - Advisor**
 - Read only

Red arrows and numbers indicate the steps: '4.' points to the name and email fields, and '5.' points to the 'Business and accounting' checkbox and the 'Advisor' role selection.

Step 4: Check the box “Bank Account Admin”.

Step 4: Click the green button “Send Invite”.

You’re finished! We will notify you when Access has been granted and all accounts have been set up!

The screenshot shows a user role configuration interface. At the top, there is a section for 'Projects' with a checkbox and a note: 'Allow this user to access Projects. There may be a per active user cost. [Learn more](#)'. Below this is the 'Business and accounting' section, which is checked. Underneath, there are tabs for 'How much access do they need?': 'Invoice only', 'Standard', 'Advisor' (selected), and 'Read only'. A note states: 'This role has full access and includes advanced accounting features. It's ideal for accountants and bookkeepers. [Understand user role details](#)'. The permissions list includes: 'Sales and purchases' (checked), 'Bank accounts and balances' (checked), 'Bank account admin' (checked, with a red arrow and '6.' pointing to it), 'Reports' (checked), 'Publish reports' (checked), 'Set lock dates' (checked), 'Edit settings' (checked), and 'Manage users' (unchecked, with a note: 'Can invite new users, edit user roles, and delete users'). At the bottom, there are three buttons: 'Cancel', 'Add a personal message', and 'Send Invite' (highlighted with a red arrow and '7.').