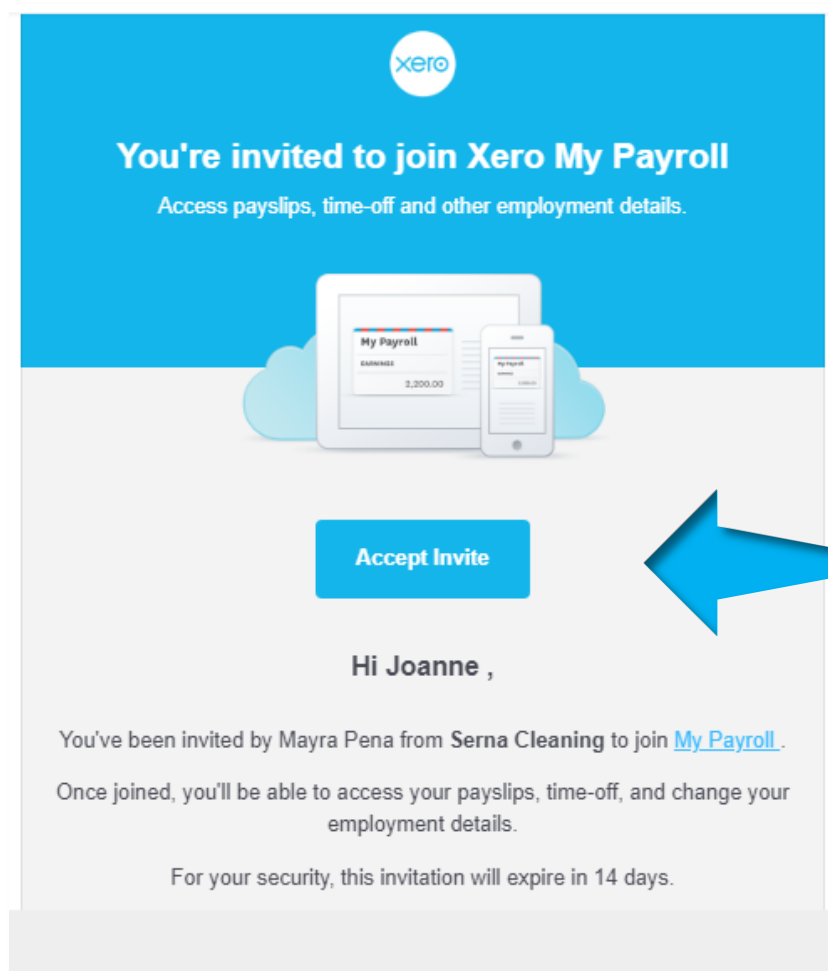


## Instructions to register in Xero

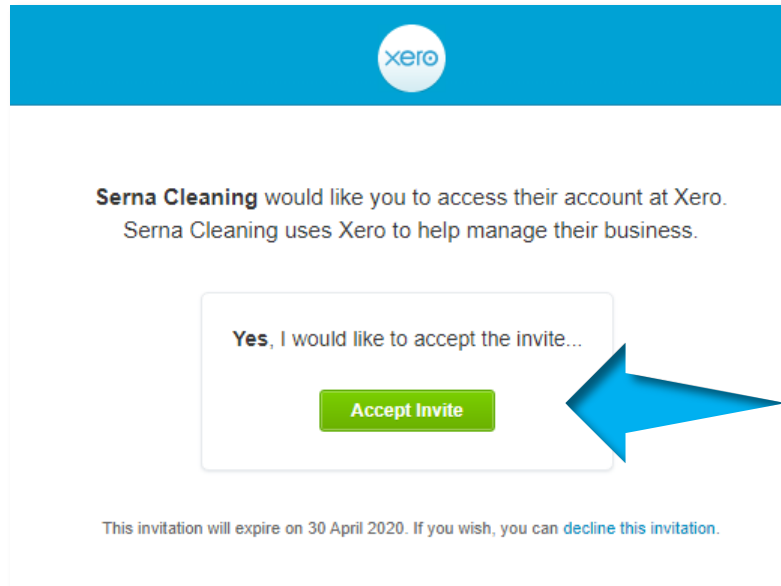
You will receive an email from Xero to the email address you provided. If it does not appear in your inbox folder, please check your junk or spam folders.

To set up and access your payslips please follow the instructions below:

- Open the Xero Portal Email called '**Invitation to Join Serna Cleaning**', click on "**Accept Invite**"

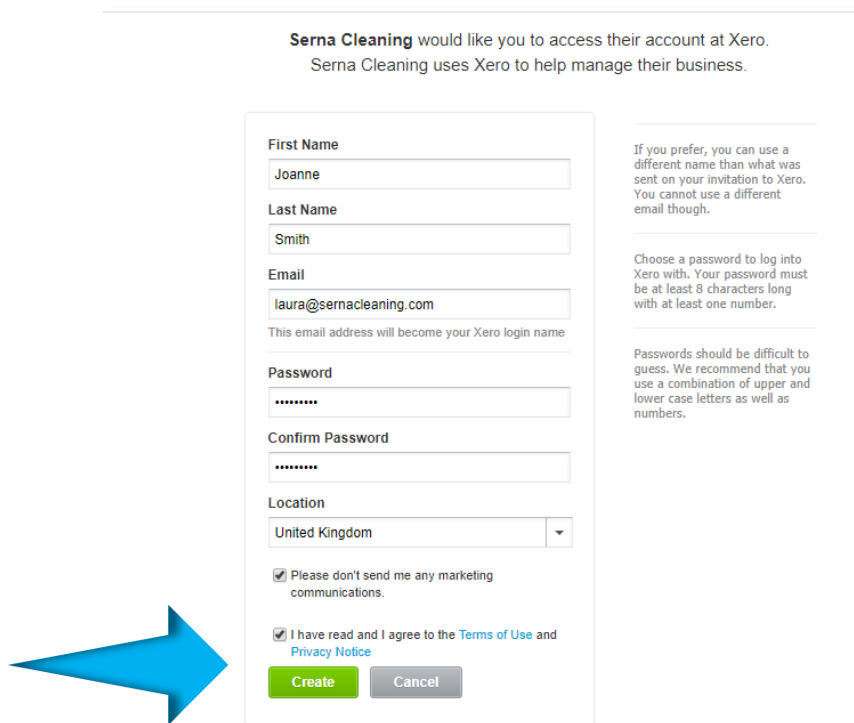


- Click again on “**Accept Invite**”



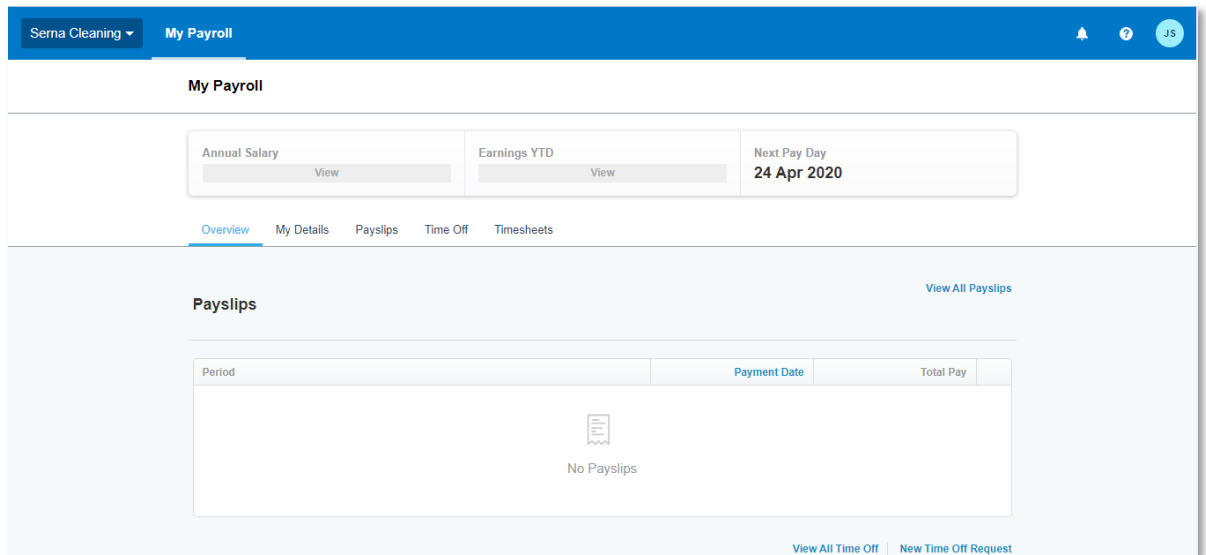
The screenshot shows a Xero invitation page. At the top is the Xero logo. The main text reads: "Serna Cleaning would like you to access their account at Xero. Serna Cleaning uses Xero to help manage their business." Below this is a text box containing "Yes, I would like to accept the invite..." and a green "Accept Invite" button. A large blue arrow points to the button. At the bottom, it says "This invitation will expire on 30 April 2020. If you wish, you can [decline this invitation](#)."

- Follow the instructions to create a password, accept terms and conditions and click on create

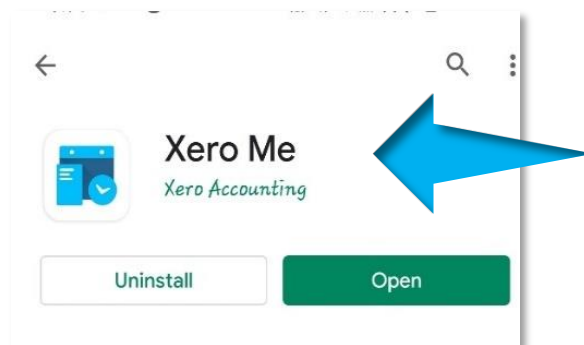


The screenshot shows the Xero account creation page. The header text is the same as in the previous screenshot. The form fields are: First Name (Joanne), Last Name (Smith), Email (laura@sernacleaning.com), Password (masked with dots), Confirm Password (masked with dots), and Location (United Kingdom). There are two checkboxes: "Please don't send me any marketing communications." (checked) and "I have read and I agree to the [Terms of Use](#) and [Privacy Notice](#)" (checked). At the bottom are "Create" and "Cancel" buttons. A large blue arrow points to the "Create" button. To the right of the form, there are three paragraphs of text: "If you prefer, you can use a different name than what was sent on your invitation to Xero. You cannot use a different email though.", "Choose a password to log into Xero with. Your password must be at least 8 characters long with at least one number.", and "Passwords should be difficult to guess. We recommend that you use a combination of upper and lower case letters as well as numbers."

- You should be able to see your payslips on every pay day. You can log in to your account whenever you need



- Once you have created an account please go to the app store in your mobile phone and download the app **“Xero Me”**



- Log in using your email address and the password you created.

if you have any queries, please do not hesitate to contact us.