

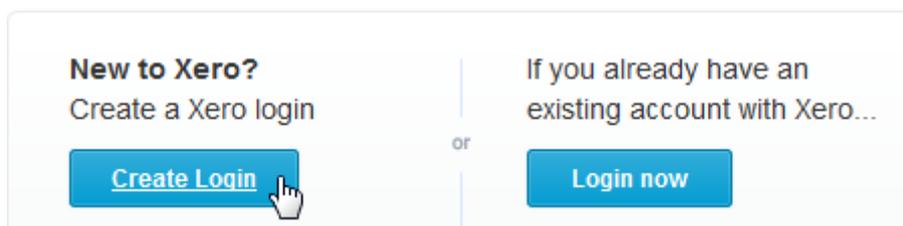
Accept or decline an email invite into Xero

Accept an invite when you're a new Xero user

Follow these steps to accept an email invite you've received to access Xero for the first time:

1. Read the email and click on the link inside.
2. Click **Accept Invite**.
3. Click **Create Login**.

Coollectables would like you to access their account at Xero.
Coollectables uses Xero to help manage their business.



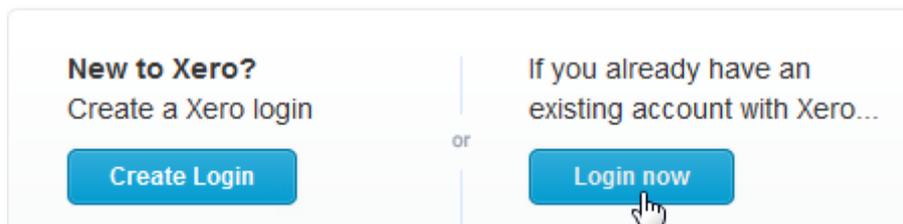
4. Create and confirm a password, read and check the Terms of Use box, then click **Confirm**.
-

Accept an invite when you're already a Xero user

If you already use Xero, you can access all your Xero organisations and your personal finances with the same login, even if you have different user roles in each.

1. Read the invitation email and click on the link to go to Xero.
2. Click **Accept Invite** if you want to continue.
3. To use your existing Xero login, click **Login now**.

Coollectables would like you to access their account at Xero.
Coollectables uses Xero to help manage their business.



4. Check the email shown is the one you use to log in to Xero. Correct it if necessary.
5. Enter your password and click **Login**.

You can now access the organisation the invitation came from.