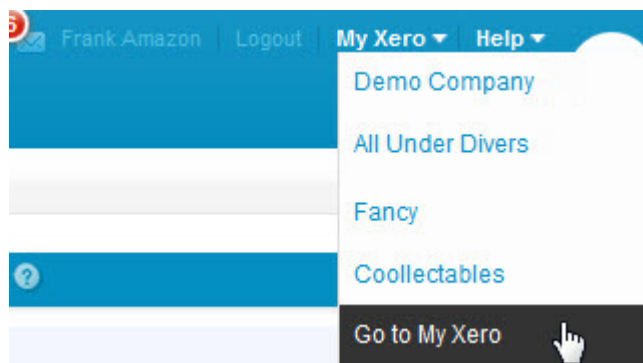


How to toggle between organisations

You can do this via the **My Xero** drop down selection on the top right of your screen.

My Xero is available from every screen also you view also.



Switch organisations:

- Choose another organisation you have access to in Xero (if any) showing up to 5 of the most recently accessed organisations.

My Xero > Go to My Xero - takes you to My Xero where you can view your organisations and the subscription details also.

Name	Last viewed ▼	Access	Subscription
Coollectables 2 unreconciled lines	Today at 11:01 p.m. By Frank Amazon	Financial Adviser	Info Large
Rubberband Ltd 110 unreconciled lines	Today at 9:00 a.m. By Louisa Smokestack	Standard	Louisa Smokestack Large
All Under Divers 2	15 Aug 8:03 a.m. By Louisa Smokestack	Standard	Louisa Smokestack Large