Provide Temporary Access to your Xero account

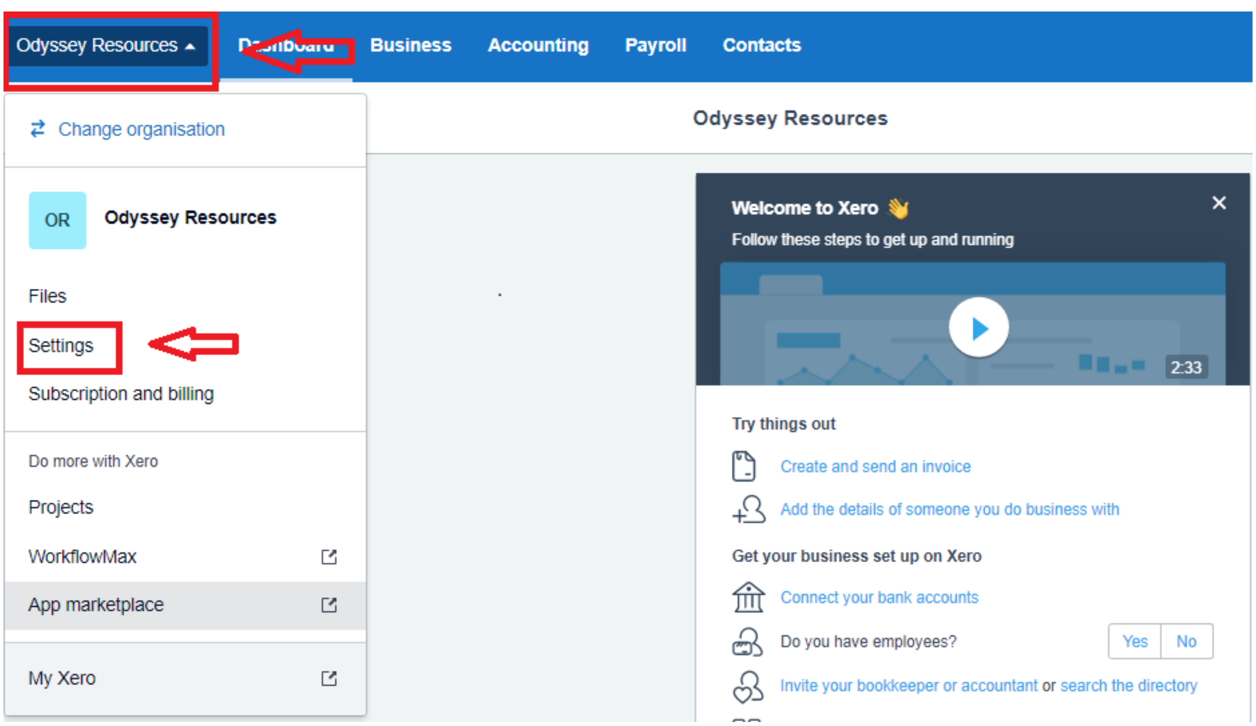
Why do this?

As Odyssey cannot login directly to your Xero account using your login details, we require temporary access to your Xero account in order to import your data from Xero to QuickBooks Online. You can revoke this access once the conversion is complete.

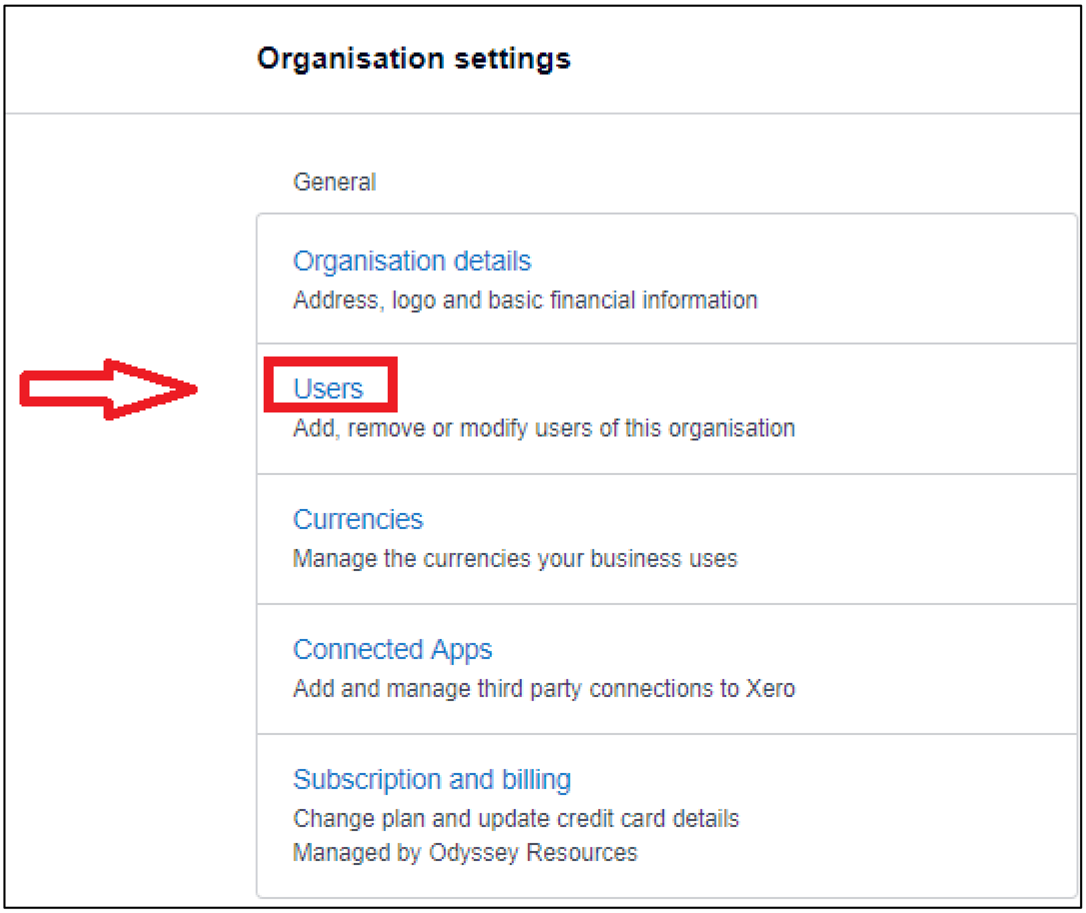
***NOTE**: You need **Manage Users** permission to invite new users to your Organization. If you can't invite users, ask someone with Manage Users permission to update your user role.*

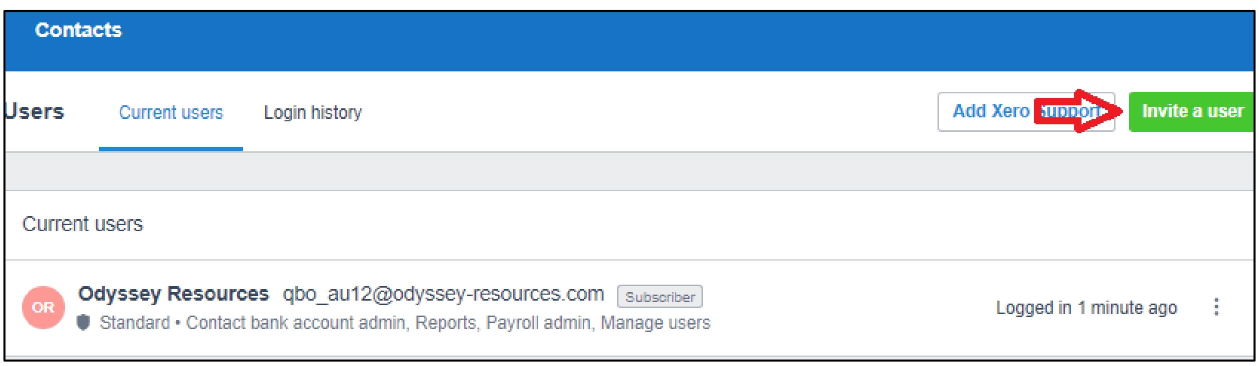
STEP 1: Go to Xero login page: https://go.xero.com and sign in to your Xero account using your user ID and Password.

STEP 2: On your homepage, click on your **Organisation/Company** name, select **Settings**, then click **Users**.

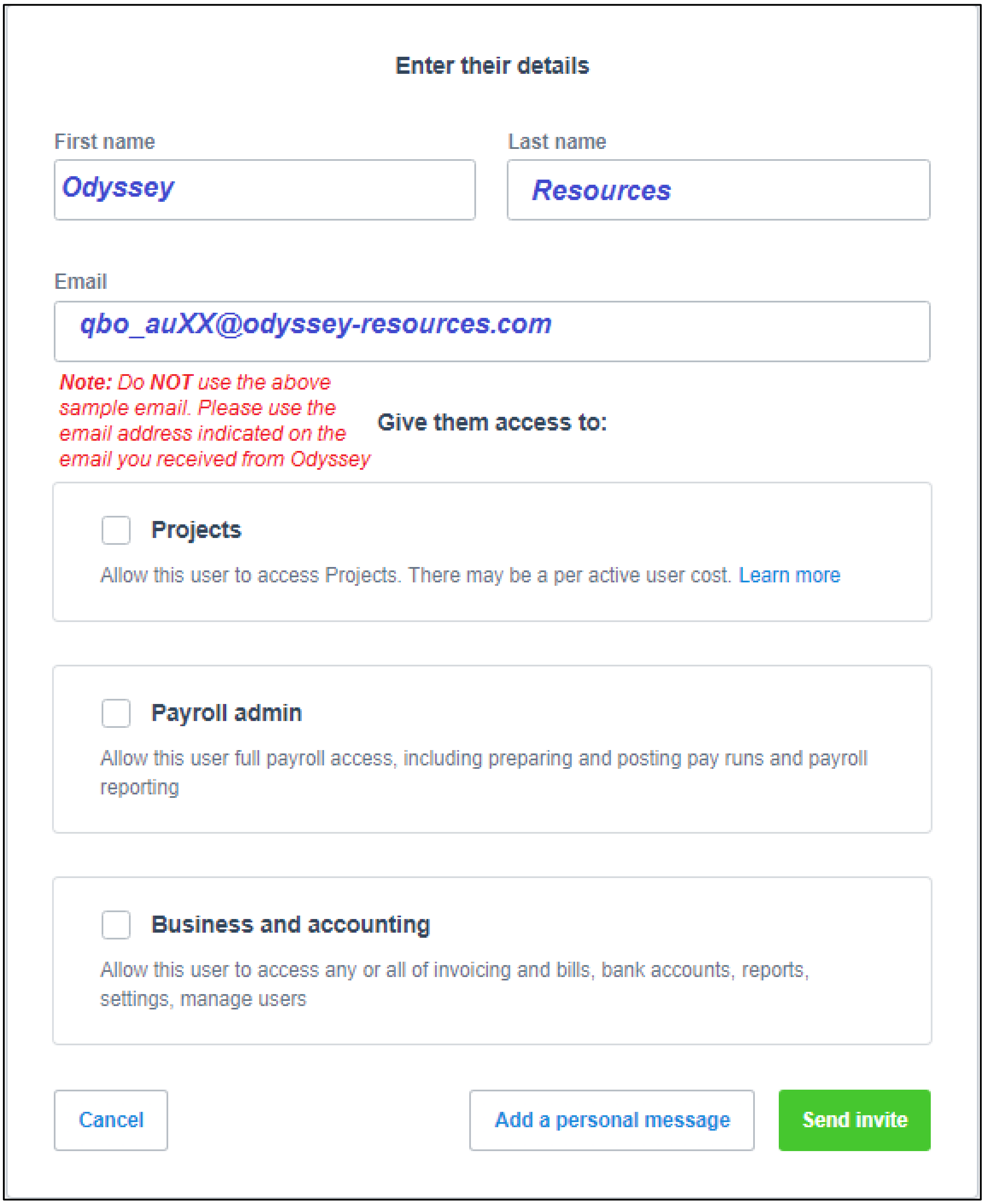


STEP 3: On the setting page, click on **Users** then **Invite User** button as below:

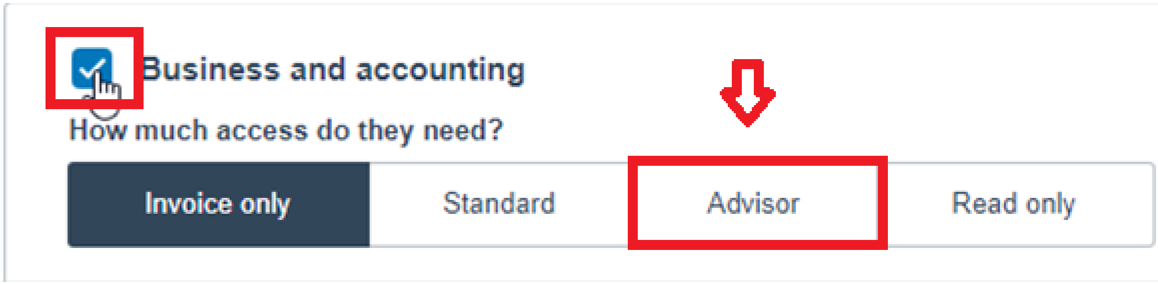




STEP 4: Enter Odyssey's details as below:



STEP 5: Tick on "**Business and Accounting"** and select **"Advisor"** role.



STEP 6: Click **"Send Invite"**

That's all you need to do at this stage!

Once your data has been moved across, you'll receive another email from us explaining how to check everything's transferred correctly and revoke access if you're happy.