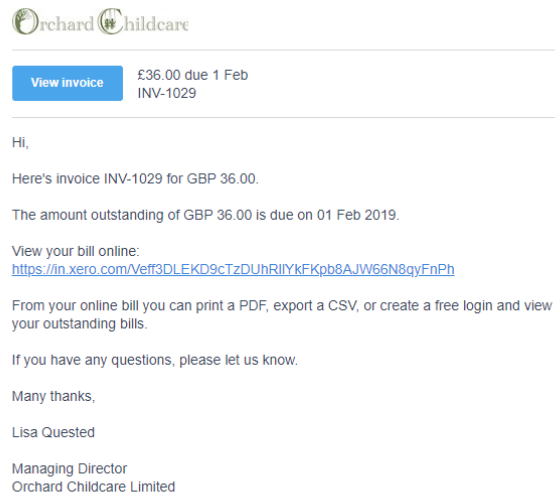
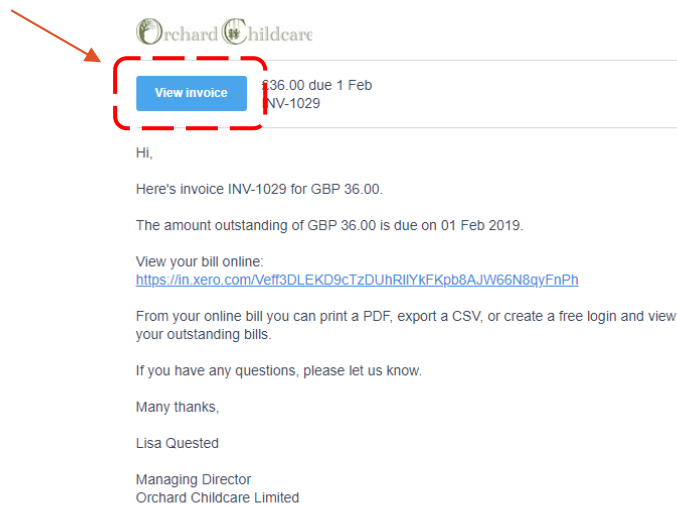


Accessing Xero Portal

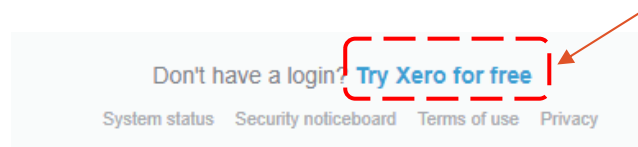
1. You will receive an emailed invoice to the email address you have provided.



2. To access the online portal click the blue 'View Invoice' button



3. This will take you through to the Xero Portal. If you have a log-in already, you will be prompted to log in. Alternatively, you can create a free log-in by clicking this link:



4. Create your log-in using your email address and a memorable password. You will now be able to use your log-in to view all of your future invoices.