

Inviting a user to access your account

1. All **Accounts** are displayed on the home screen as follows:


Accounts


1234567 - Duty Transactions: TEST PTY LTD

7654321 - Payroll Tax: EXAMPLE PTY LTD

2. Click on the required account.
3. Click on the **Manage users** menu as follows:

 Summary

 Manage users

 Amend name

 Contact details

4. Click on the **Invite user** button.
5. Enter the email address of the user you would like to send the invitation to.
6. Click on the functions required.
7. Enter an **End date** if required.
8. Click on the **Send invitation** button.
9. The pending invitation is displayed as follows:

Pending Invitations

	Email	Start Date	Functions
<input type="button" value="Delete"/>	fred.example@test.com.au	22/02/2016	Account administrator, Submit periodic return, Amend periodic return, Submit annual return, Amend annual return, Communications

10. The user will be emailed an invitation.
11. Once the user has responded via the link in the email, the pending invitation will no longer be displayed.