

Process for requesting access to Xero

Send an email to OC mail (ocmail@dte.coop) requesting access to Xero with the following details

Name

Email address

Provide some information as to what assistance you may be able to help the executive arm of DTE “The Organising Committee”:

What level of knowledge do you have about xero?

What benefits to the executive arm of DTE could you provide?

Eg assist in producing reports

assist in maintaining asset register

Indicate if you are prepared to:

Attend Xero training (if required) **Yes/Sometimes/No**

Provide a statement that you will not contact our bookkeeper or accountant with any request for training. Should any assistance be required the request will be done through the OC

If approved by the OC then your details will be forward to the subscription holder to set up your access to Xero