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## Add a new user to your organisation

This article is for small businesses who use Xero

### Overview

- Add a new user or your accountant to your organisation, free of charge.
- The invited user is sent an invite that they need to accept or decline. The invite expires after 14 days, but you can resend it.

## Invite a new user

To add new users to your organisation, [your user role](#) needs to include the manage users permission. It's free of charge to add users, including your accountant, to your organisation.

If you need to [invite an employee into Xero Me](#), do this from the Payroll screen instead.

1. Click on the organisation name, select **Settings**, then click **Users**.
2. Click **Invite a user**.
3. Enter the new user's first name, last name and email address. The email address you send the invite to will be the user's login email address.
4. Select which features you want them to access, and a user role for each feature.
5. (Optional) Click **Add a personal message**, then enter an email message. You can include a link to our support article on how to [accept or decline a Xero invite](#).
6. Click **Send Invite**.

The new user must accept the invite within 14 days, or the link will no longer work.

## Resend an invitation to a new user

If an invite isn't accepted within 14 days, you'll need to resend the user invite.

1. Click on the organisation name, select **Settings**, then click **Users**.
2. Click the name of the pending user.
3. Click **Resend Invite**.
4. (Optional) Enter a message or use the default text.
5. Click **Send Invite**.

### What's next?

If you need to edit an existing user's role instead, you can [change their level of access](#).

## Related answers

[Find and change assigned user roles](#)

[Employee access to Xero Me](#)

[About user roles in Xero](#)

[Add a user with an existing email address](#)