

Xero

Accounting

Software

Young Enterprise Scheme



Beautiful accounting software

# Young Enterprise Scheme

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## Setting up your Company on Xero

To set up Xero you will need:

- Your email address
- YES Promo code - **LFYES16** (This code is only valid for registered YES students)
- Credit card details
- We have created a video to support this manual you can view it [here](#)

If you're not already using Xero, sign up by following these instructions:

1. Go to this Xero webpage: [www.xero.com/teaching](http://www.xero.com/teaching)

Try Xero for Free  
30 day free trial, no credit card required

Use Xero to teach accounting  
Use Xero to educate high school, college and university students about accounting software.

Why is Xero such a great tool to learn accounting with?  
You can log in online anytime, anywhere – from your Mac, PC, tablet, iPad or phone.  
There's no software to install.

How does it work?  
Sign up below to access the free Xero trial and demo company.  
Find out more about [teaching accounting with Xero](#).

First name Last name  
Email address  
Phone number  
Please select position  
Please select institution  
 I have read & I agree to the [Terms of Use & Privacy Policy](#)  
Get Started

2. Enter your name, email address and phone number and complete the drop-down fields for education position and education institution.

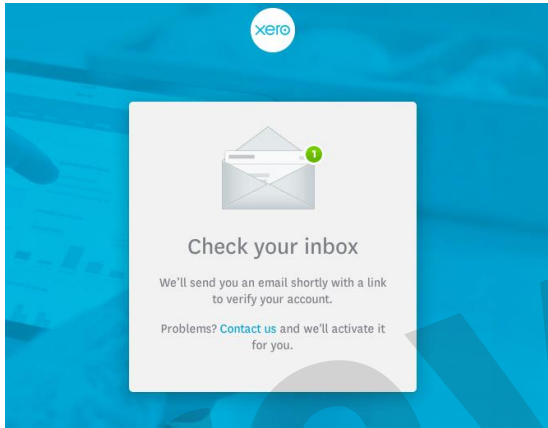
Please select position  
Please select institution

3. Tick the **Terms of Use** checkbox.

4. Click **Get Started**

Get started

5. You will see a screen reminding you to go to your email and confirm your account.



6. Sign into your email account.

- Open your email account and then open the email from Xero. (It should take no longer than one minute to receive this email. If you don't receive it, check your spam folder.)
- Click on the link showing in your email. This action will take you to the log in page where you can enter your email address and create a password for your account.
- Create a password. This must be at least 8 characters long and include one number.

### Activate your account

- Click **Activate**. This action will take you straight into the **Setup Guide** page in Xero.

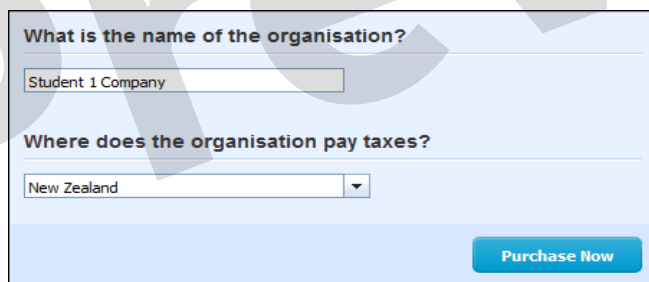
## Setting up your YES Xero account

You can set up your own YES organisation by going through the setup guide steps outlined below.

1. Click on the **setup your own organisation** link, NOT the **open the demo company** link.

My Xero is where you can manage your organisations, billing and personal preferences.  
Get started: [open the demo company](#) to try out features or [setup your own organisation](#)

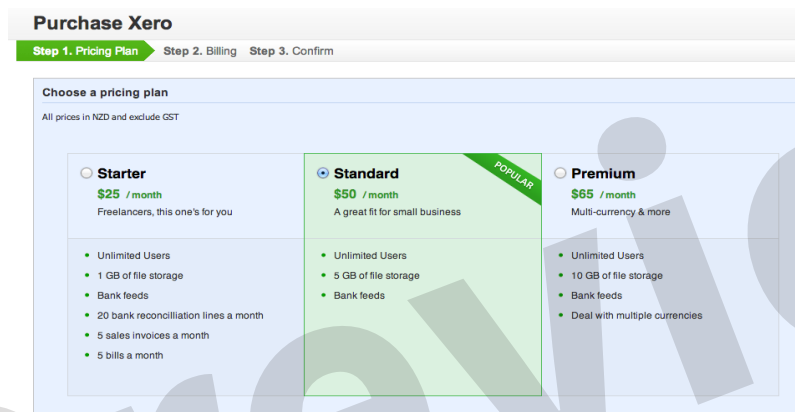
2. Enter the name of your YES organisation and the country where your organisation pays tax.



The screenshot shows a form titled "What is the name of the organisation?" with a text input field containing "Student 1 Company". Below it is a section titled "Where does the organisation pay taxes?" with a dropdown menu set to "New Zealand". A "Purchase Now" button is located at the bottom right of the form.

If you don't know the name of your company, don't worry. You can enter it later using the [Settings > General Settings > Organisation Settings](#) path.

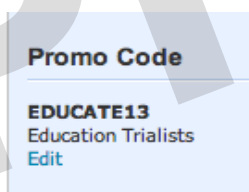
3. Click the **Pay Now** button.
4. Choose the **Standard** pricing plan, shown below. (Don't click **Continue** just yet.)



The screenshot shows the "Purchase Xero" page with three pricing plans: Starter (\$25/month), Standard (\$50/month), and Premium (\$65/month). The Standard plan is selected and highlighted with a green border and a "POPULAR" badge. The Starter plan is described as "Freelancers, this one's for you" and the Premium plan as "Multi-currency & more".

| Plan     | Price        | Target Audience                 | Features   |
|----------|--------------|---------------------------------|--|
| Starter  | \$25 / month | Freelancers, this one's for you | Unlimited Users, 1 GB of file storage, Bank feeds, 20 bank reconciliation lines a month, 5 sales invoices a month, 5 bills a month |
| Standard | \$50 / month | A great fit for small business  | Unlimited Users, 5 GB of file storage, Bank feeds  |
| Premium  | \$65 / month | Multi-currency & more           | Unlimited Users, 10 GB of file storage, Bank feeds, Deal with multiple currencies  |

5. BEFORE you click the **Continue** button, press the **edit** link under the Promo Code heading



The screenshot shows a "Promo Code" field with the code "EDUCATE13" and the text "Education Trialists". Below the code is an "Edit" link.

6. Enter the promo code. Click on the **Enter it now** link to display the **Promo Code** field.