

mini ↓
A SLICK GUIDE TO ...





What is Hubdoc?

Hubdoc is a digital assistant that **automatically fetches** and sorts all of **recurring bills and monthly statements**. Your data is stored securely on the cloud, making it easily accessible anytime, anywhere!

Hubdoc also allows you to take photos of receipts, send invoices directly to your email, or even scan documents that you can upload to your online storage. It then converts all of these different documents into data which you can use whenever you need!



BENEFITS



Save Time

You'll no longer need to spend any time manually entering data - Hubdoc does it all for you!



Go Paperless

Hubdoc allows you to take photos of any bills and receipts, automatically extracting key data and making it accessible on your cloud.



Your e-Hub

Keep all of your documents, bills and invoices in one place stored securely online. Losing or misplacing important papers will never again be an issue!



XERO INTEGRATION

1 LOGIN TO YOUR XERO ORGANISATION

Click organisation name and select **Hubdoc**

1

2 AGREE TO THE TERMS OF USE

Then select **Set Up Hubdoc**

2

3 PRESS 'I'M NEW TO HUBDOC'

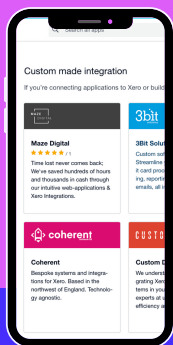
And follow it up by choosing **Small Business**

3

4 CHOOSE YOUR XERO ORGANISATION TO CONNECT

And ensure you click **Allow Access** to enable SSO

4



FIND THE FULL TUTORIAL ON THE XERO MARKETPLACE





Sllick