

AdvanceTrack Portal – migration of login system

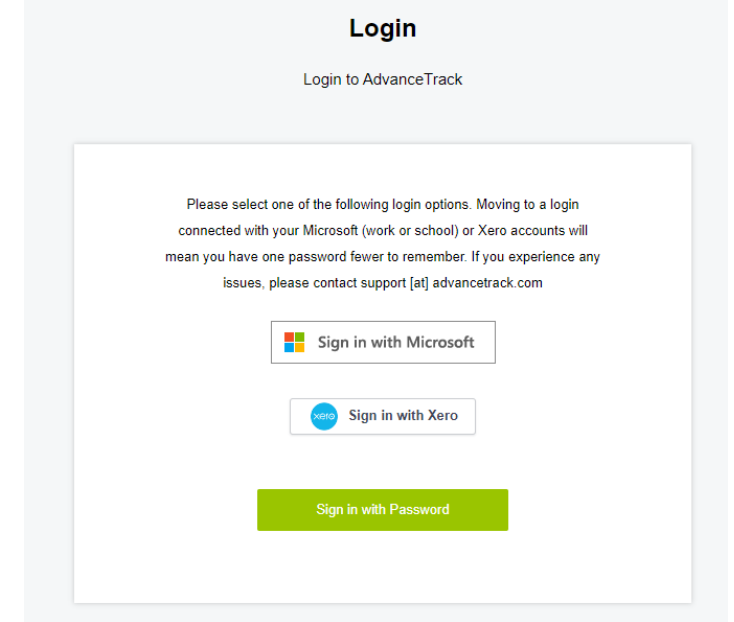
On the weekend of 22nd-24th October 2021, the login system for the AdvanceTrack portal is changing. When you arrive at the portal you will see a screen giving options for login with Microsoft, login with Xero, or login with Password. You can use any or all options. If you have any issues, contact support@advancetrack.com

Microsoft

If you have a Microsoft 'work or school account', i.e. the type you use for Office 365, you can use this to log in to the portal. The Microsoft account **must have the same email** as you have been using to access the AdvanceTrack portal historically (case insensitive).

To use it:

- Log in with your Microsoft Account.
- You will see a screen asking your permission to use your login details on the AdvanceTrack portal – accept the request
- Your account will open up with the same permissions as previously. Make sure to log out of your account at the end of the day.
- All password operations, e.g. password reset, are handled by Microsoft/your firm.



Xero

If you have a Xero account, you can use this to log in to the portal. The Xero account **must have the same email** as you have been using to access the AdvanceTrack portal historically (case insensitive).

To use Xero:

- Log in with your Xero Account.
- You will see a screen asking your permission to use your login details on the AdvanceTrack portal – accept the request
- Your account will open up with the same permissions as previously. Make sure to log out of your account at the end of the day.
- All password operations, e.g. password reset, are handled by Xero/your firm.

Password

Your final option is to use your existing AdvanceTrack login

- To use it, click the ‘Login with password’ button
- Enter your email and password
- All password operations, e.g. password reset, are handled AdvanceTrack by contacting support@advancetrack.com

NB, once most users have migrated, we will begin to roll out Multi-Factor Authentication to users who use the Password option.