

Connecting your account to Xero accounting software

You can connect your Hampden Bank current, deposit, or charge card accounts with Xero software to make your banking and accounting experience more seamless.

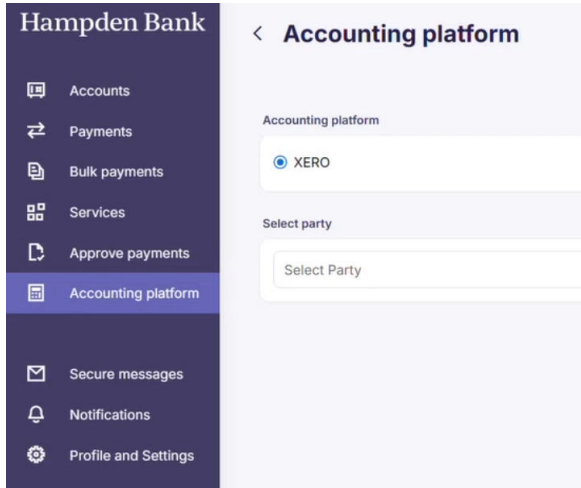
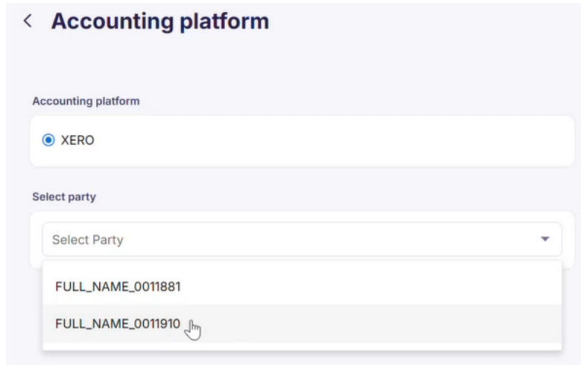
You will need:

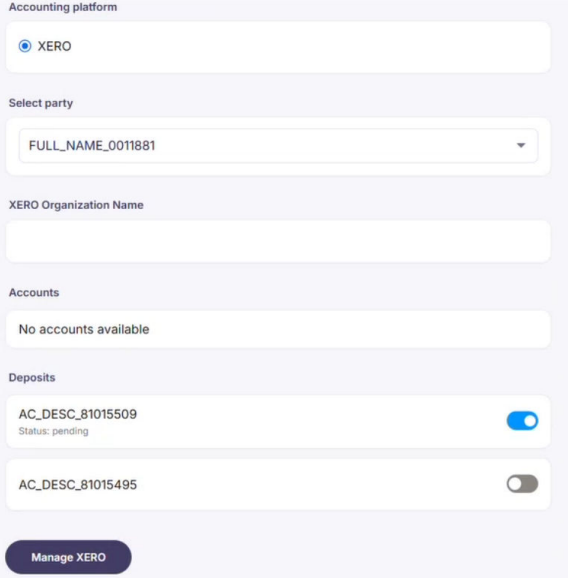
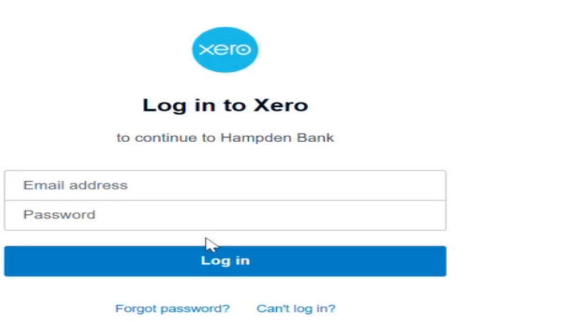
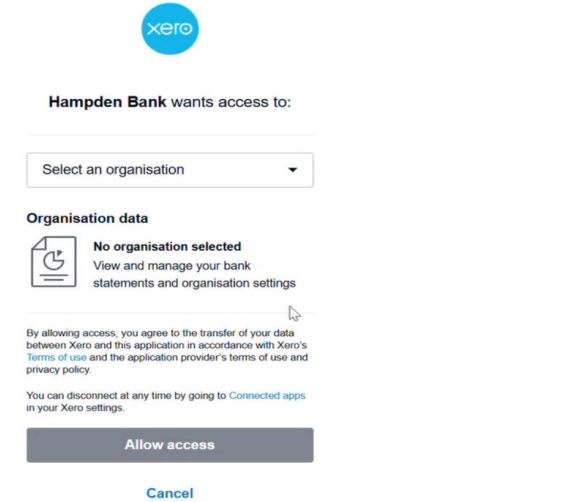
- To contact your banker to enable your account for integration
- An active Xero account
- To be registered for Hampden Bank Digital Banking

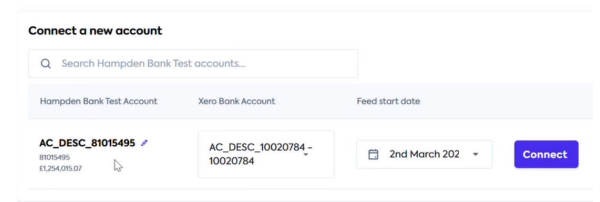
Please be aware it is not possible to connect loan accounts at this time.

Connecting Your Account to Xero

Once your banker has confirmed your account has been enabled for integration, follow these steps:

| | | | |
|---------------|--|--|--|
| Step 1 | Access Digital Banking | Log in to Digital Banking using a web browser. Integration cannot be set up using the mobile app. | |
| Step 2 | Navigate to Accounting Platform | Click on 'Accounting Platform' on the left-hand side menu bar. |  |
| Step 3 | Select Xero as Your Accounting Platform | Select Xero from the list of available accounting platforms. Select the relevant party ID from the drop-down list. |  |

| | | | |
|-----------------------------------|---|--|---|
| <p>Step 3 (cont..)</p> | <p>Select Xero as Your Accounting Platform</p> | <p>Click the toggle to select each account you wish to connect. Click 'Manage Xero' at the bottom of the page to begin the connection process.</p> |  <p>The screenshot shows the Xero account selection interface. It includes a radio button for 'XERO' under 'Accounting platform'. Below that is a 'Select party' dropdown menu with 'FULL_NAME_0011881' selected. There is a text input field for 'XERO Organization Name'. Under 'Accounts', it says 'No accounts available'. Under 'Deposits', there are two entries: 'AC_DESC_81015509' with a status of 'pending' and a toggle switch turned on, and 'AC_DESC_81015495' with a toggle switch turned off. A 'Manage XERO' button is at the bottom.</p> |
| <p>Step 4</p> | <p>Authorise and Link Your Xero Account</p> | <p>When directed to the Xero login page, enter your log in credentials and sign in.</p> |  <p>The screenshot shows the Xero login page. It features the Xero logo at the top, followed by the text 'Log in to Xero to continue to Hampden Bank'. Below this are two input fields for 'Email address' and 'Password'. A blue 'Log in' button is positioned below the password field. At the bottom, there are links for 'Forgot password?' and 'Can't log in?'.</p> |
| <p>Step 5</p> | <p>Choose Accounts and Data Range</p> | <p>In Xero, select your organisation from the drop-down menu.</p> |  <p>The screenshot shows the Xero account authorization screen. It features the Xero logo at the top, followed by the text 'Hampden Bank wants access to:'. Below this is a dropdown menu labeled 'Select an organisation'. Under 'Organisation data', there is a document icon and the text 'No organisation selected View and manage your bank statements and organisation settings'. Below this is a paragraph of text: 'By allowing access, you agree to the transfer of your data between Xero and this application in accordance with Xero's Terms of use and the application provider's terms of use and privacy policy.' At the bottom, there are two buttons: 'Allow access' and 'Cancel'.</p> |

| | | | |
|---------------------------|--|--|--|
| Step 5 (cont..) | Choose Accounts and Data Range | <p>To complete the connection:</p> <ol style="list-style-type: none"> 1. Select the Xero account you want to connect to. 2. Confirm the date you would like your transactions to start from (you can only import up to 12 months' worth of transactions). <p>IMPORTANT: the start date cannot be edited or amended once it has been selected. You can manually import transactions via Xero if required.</p> <p>If you have manually uploaded old transactions to Xero, we suggest that you don't re-sync these when you connect as you may end up with duplicates.</p> <ol style="list-style-type: none"> 3. Click Connect. |  |
| Step 6 | Account Linking Recommendations | <p>If linking a Hampden Bank account to Xero for the first time, you must have a Xero account already open for this purpose.</p> <p>If you have previously linked an account, select your previously linked Xero account on this page.</p> | |
| Step 7 | Automatic Transaction Sync | <p>After completing the steps above, your transactions will synchronise automatically between your Hampden Bank account and Xero on the following day, ensuring your financial data remains up to date. Data feeds are sent daily.</p> | |

If you need help

If you have any questions about setting up your Hampden Bank accounts with Xero, please contact your banker. Technical help is also available at [Xero.com](https://www.xero.com).

If you receive an error message and are unable to connect your bank feeds in Xero, please clear your browser's [cookies and cache](#), then reactivate the feed.

For support on receiving feeds and any software queries please contact Xero directly at www.xero.com, or email bankfeeds@xero.com. Xero is available to help 24/7.