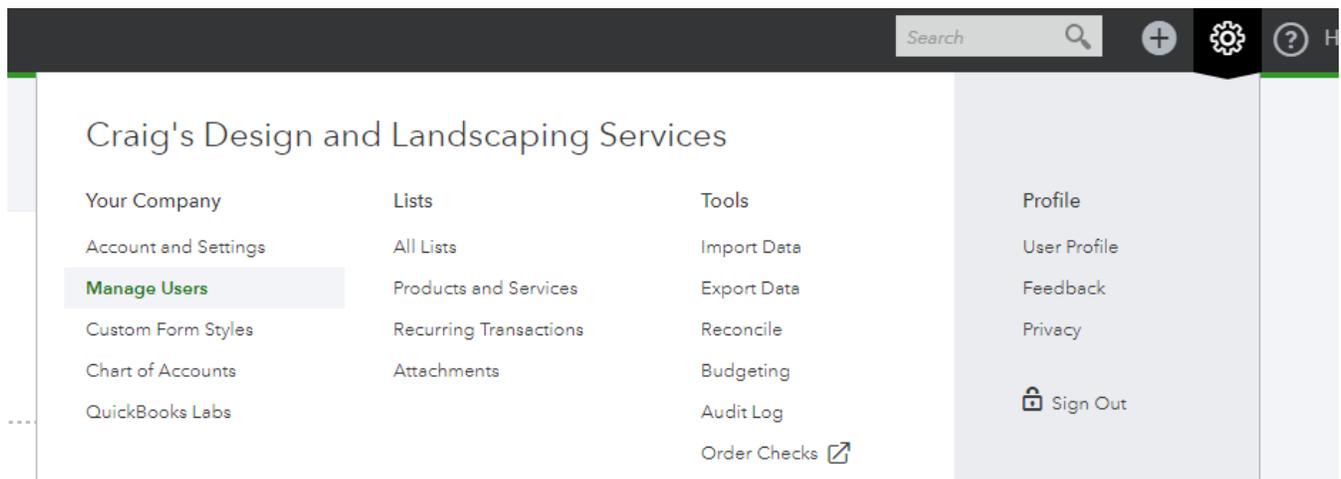
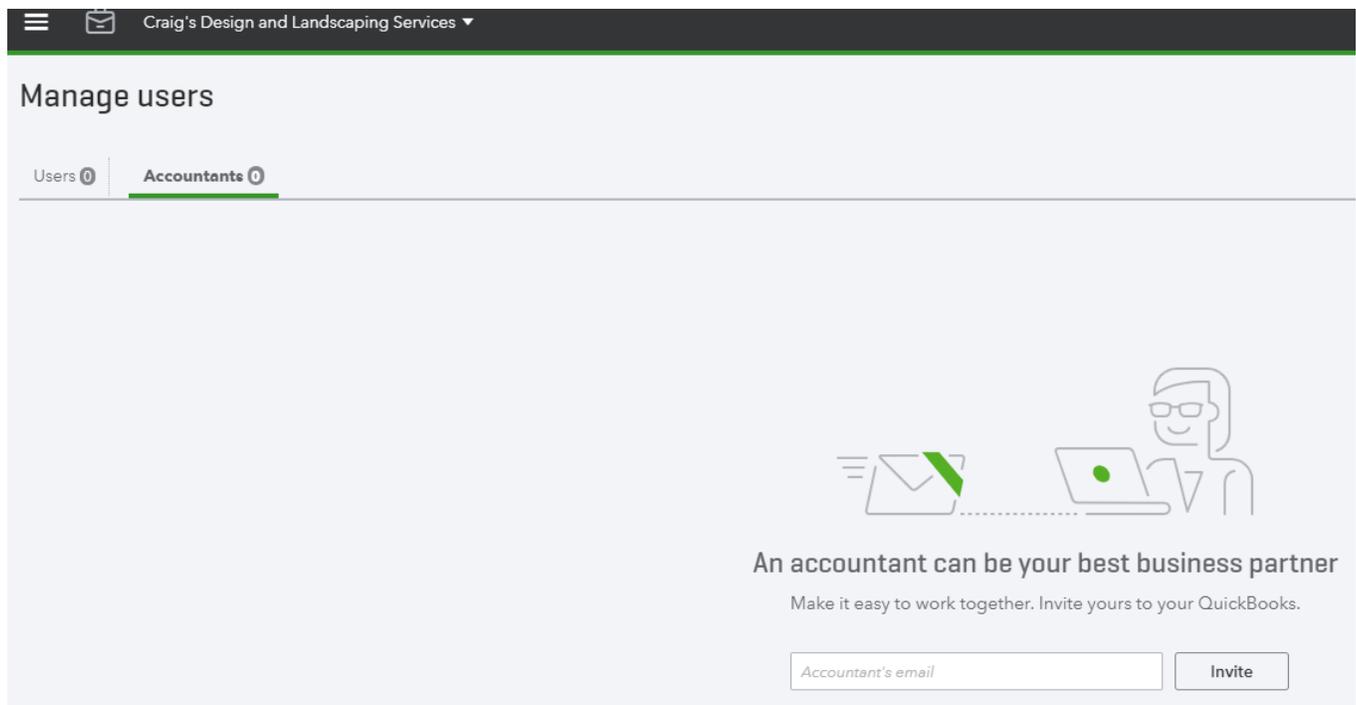


Inviting Your Accountant to QuickBooks Online

1. Click on the gear icon in the upper right corner of your QBO screen and click on “Manage Users” from the menu under the “Your Company” column on the left.



2. Click on the “Accountants” tab.



3. Enter the email address of your accountant and click on the “Invite” button