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.

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Craig's Design and Landscaping Services						
Your Company	Lists	Tools		Profile		
Account and Settings	All Lists	Import Data		User Profile		
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2. Click on the "Accountants" tab.

Manage users							
Users () Accountants ()							
Ar	n accountant can be your best business partner						
	Make it easy to work together. Invite yours to your QuickBooks.						
	Accountant's email Invite						

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