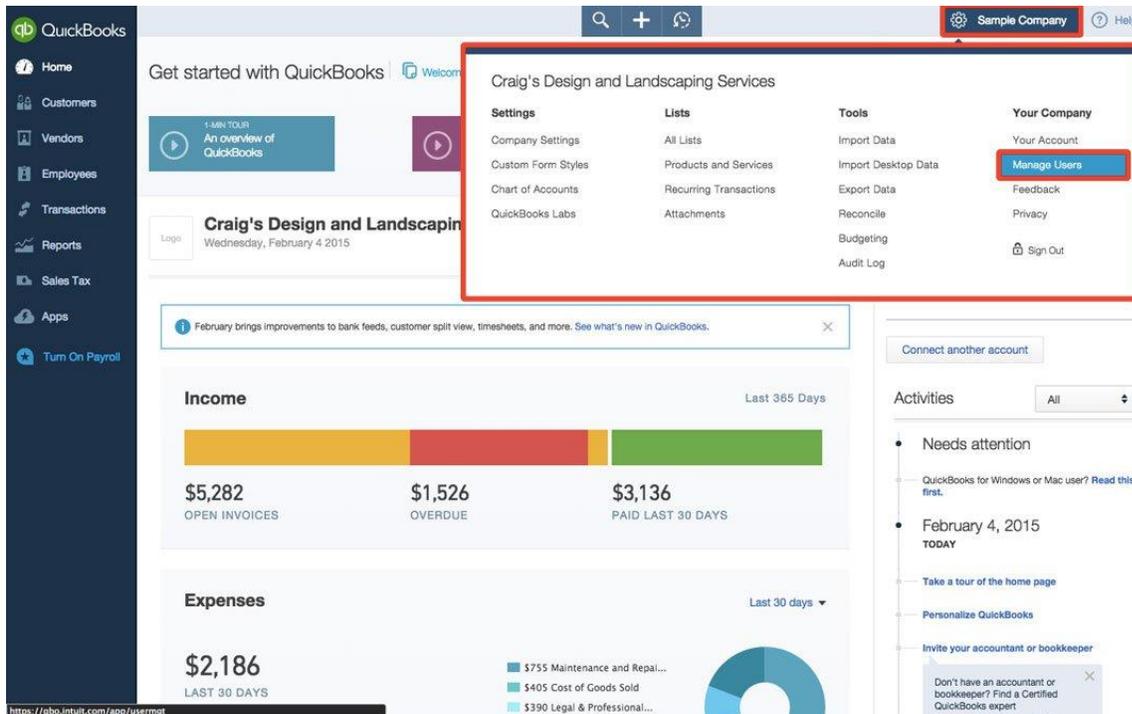


Add Us To QuickBooks As Your Accountant

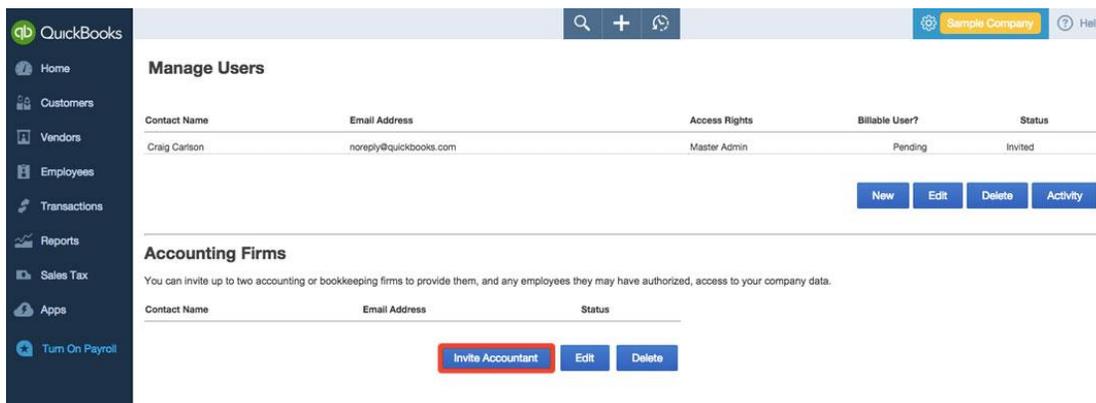
Navigate to the Manage Users Menu

From the home screen, click on the **Gear Menu** and beneath the column heading labeled "Your Company" select the **Manage Users** tab.



Open Invitation

On the Manage Users page, click **Invite Accountant** to open a new invitation.



Enter Our Name and Email

Enter our name and email address into the text boxes and click **Next** when you've finished.

Enter Accountant's email Address

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Accountant's email address

Confirm email

Name (Optional)

First	MI	Last
<input type="text" value="Charles"/>	<input type="text"/>	<input type="text" value="Tzinberg"/>

Your accountant will be sent an email that contains a link for signing into your company.

Your accountant will be asked to create a user ID before signing in the first time, unless they already have an account with Intuit Business Services.

Until your accountant signs in, their status on the Manage Users page is "Invited." After accepting the invitation, their status changes to "Active."

By default, your accountant will be given "Company Administrator" privileges for performing tasks like closing your books for prior periods. You can give to your accountant a Master Admin privilege allowing him a full access of your company by clicking Transfer Master Administrator on the Manage Users page.

Cancel

< Back

Next >

Finalize Invitation

Click **Finish** and you're done. Your accountant will get an email with a link to your QuickBooks. From there, it's up to your accountant to log in and start working on your books.

As always, should you have any questions, need further discussion, or we can be of assistance in any way, please contact us.