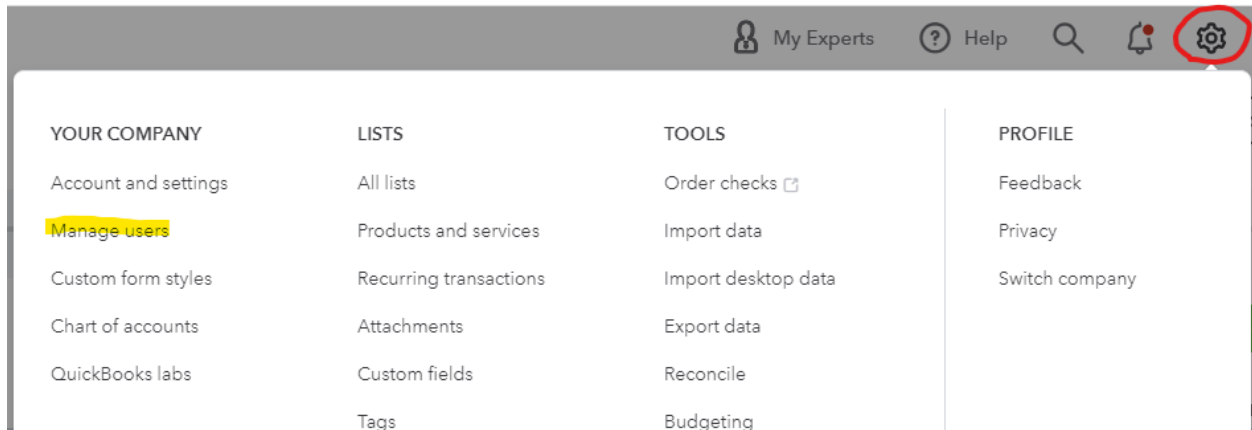
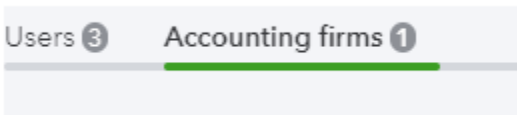


INSTRUCTIONS FOR ADDING BATESCARTER AS AN ACCOUNTANT USER IN QB ONLINE

+ In the upper right corner, select the gear icon, then select Manage Users from the drop down menu.



+ You should see two tab options – Users and Accounting Firms



+ Go to Accounting firms, then select the green “Invite” button.



+ Fill in the contact information as shown below:

What's your accountant's contact info?

Your accountant and members of their firm will have admin access to your company data.

We'll invite them to create a QuickBooks account and password for access to your company. This invite expires after 30 days.

First name

Last name

Email

This will be their user id.