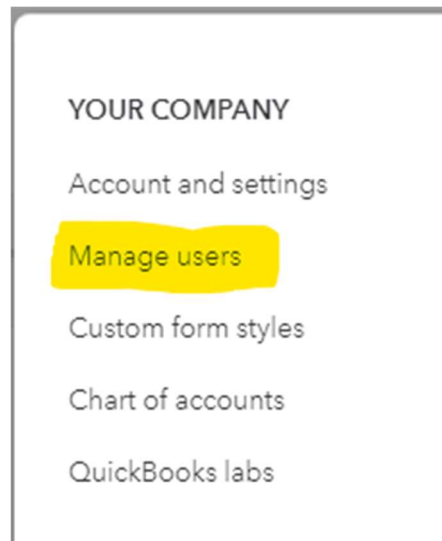


## How to add an accountant to your QuickBooks Online account

**Step 1: Go to the top right corner of your QuickBooks Online once signed in and click on the settings cog (highlighted in yellow below).**



**Step 2: In the first column to the left, called “Your Company”, click on “Manage Users”.**



**Step 3: On the Manage Users screen, you will see two tabs: Users and Accounting Firms. You want to click on the Accounting Firms tab.**

### Manage users



**Step 4: On the right hand side of the screen, click on the green icon labeled “Invite”.**

1 of 2 accounting firms added

Invite

**Step 5: Then enter your accountant’s contact info as shown below. Then click on “Save” in the bottom right corner of your screen.**

What’s your accountant’s contact info?

Your accountant and members of their firm will have access to your QuickBooks account.

We'll invite them to create a QuickBooks account and

First name

Kelly

Last name

Koteles

**Email**

c.helvetica@zoho.com

*This will be their user id.*

**Step 6: You will now see the following in the manage users screen.**

NAME	EMAIL	FIRM	STATUS
Kelly Koteles	c.helvetica@zoho.com	C. Helvetica Business Solutions LLC	Active