

QuickBooks Online Access Instructions

1. Sign in to QuickBooks Online.
2. Click the **Gear Icon > Manage Users**.
3. Go to the **Accountants** section and click **Invite Accountant**.
4. Enter kathy@sykes-cpa.com.
5. Enter Kathy Blanchard (optional).
6. Your accountant will be sent an email that contains a link to sign into your QuickBooks Online Company.
7. 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.
8. Until your accountant signs in, their status will remain as **Invited** on the **Manage Users** page. After accepting the invitation, their status changes to **Active**.
9. Click **Next**.
10. Click **Finish**.

What does this mean to you?

- If you invite your accountant and they already have a QuickBooks Online for Accountants subscription, they will get a link to access your QuickBooks Online company.
- If you invite your accountant and they do not have a QuickBooks Online for Accountants subscription, they'll have a chance to sign up when you send them this invitation. Signing up is free and allows them access to your QuickBooks Online company at no cost to you and your accountant will have access to all of the features available in your version of QuickBooks Online.
- You can invite up to two accountants.

FAQ

What if my accountant does not want to sign up for a free QuickBooks Online for Accountants subscription?

You can always add your accountant as a regular user by clicking **New** on the **Manage User** page and following the prompts. Just know that doing it this way will use one of the users you are allotted.

What if my accountant has questions about this offering that I can't answer?

No problem! Your accountant can call our accountant support team at 888-333-3451 for any questions, or you can go to the QuickBooks Online for Accountants website at <http://accountant.intuit.com/support/qboa/>

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