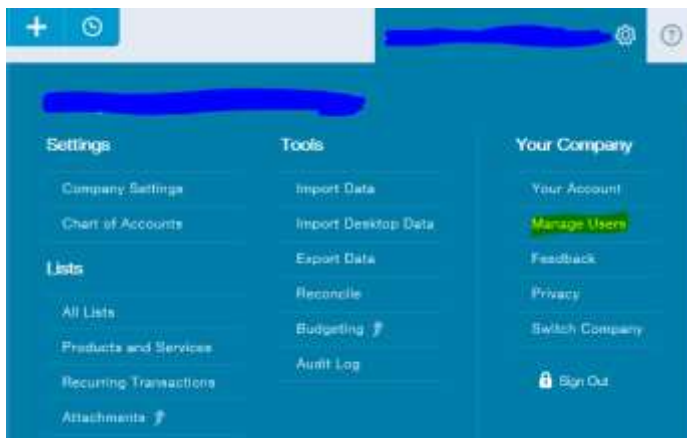


# HOW TO INVITE TO QUICKBOOKS ONLINE

To invite EveryThing QuickBooks to review your QuickBooks Online file:

- 1) Sign into your QuickBooks Online account
- 2) Select Settings (Gear Wheel)
- 3) Select Manage Users
- 4) Select Invite Accountant
- 5) Enter the following email address for the invitation:  
[mackey@everythingqb.com](mailto:mackey@everythingqb.com) (Please note it may differ from my primary email address I am using to send this message.)
- 6) Follow on screen instructions to submit



## Manage Users

Contact Name	Email Address	Access Rights	Billable User?	Status
[REDACTED]	[REDACTED]	Master Admin	Yes	Active

[New](#) [Edit](#) [Delete](#) [Activity](#)

## Accounting Firms

You can invite up to two accounting or bookkeeping firms to provide them, and any employees they may have authorized, access to your company data.

Contact Name	Email Address	Status
Shannon Mackey	mackey@everythingqb.com	Active

[Invite Accountant](#) [Edit](#) [Delete](#)