

How to Invite Your Accountant to Quickbooks Online

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QuickBooks Online allows you to invite different users through the **Manage Users** page. If you'd like to give your accountant or CPA access to your company, see the steps below:

1. Sign in to QuickBooks Online (QBO).
 2. Select the **Settings** ⚙ icon then **Manage users**.
 3. Select **Accounting firms**.
 4. Select **Invite**.
 5. Enter your account manager's name and email address of **Admin@SaltAndMainAccounting.com**, then select **Save**.
 6. Your accountant will be sent an email with a link to sign into your QBO 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**.
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