



Accountant Access to QuickBooks Online

Here's a Quick-Steps guide on how to provide us with Accountant Access to your QuickBooks Online account.

#1: Log into QuickBooks Online

#2: Navigate to “Settings” option

#3: Select “Manage Users”

Settings menu, click on “Manage Users” to access user management

#4: Add Accountant

Choose the “Invite Accountant” option.

#5: Enter Accountant’s Email Address

“bk@actionaccountingusa.com”

#6: Specify Accountant Role

Designate the accountant’s role as “Accountant” to access privileges.

#7: Send Invitation

Click “Invite” to send the invitation to your accountant.

#8: Accountant Accepts Invitation