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QuickBooks Online Access Instructions

1. Log into your QBO account as an Admin or Primary Admin user. If you only have one user set up, it is likely the Primary Admin.
2. Click on the gear icon in the top right corner of the QBO window.
3. On the lefthand column, select the “Manage Users” option
4. On the new “Manage Users” window, select the “Accounting Firms” tab.
5. You may either see a list with up to 2 Accounting or Bookkeeping firms attached to your account, or an initial welcome window with just an invite accountant button.
 1. If you already have 2 firms listed, please call in so we can discuss what your options are.
6. If you have a free firm slot, or the initial window, please find the “Invite” button on the screen and click it. The button is usually green and either in the middle of the screen or in the top left area.
7. Follow along with the instructions, using the information below until the process completes.
 1. First Name: LLT
 2. Last Name: LLP
 3. Email: qbo@lltcpa.ca
8. Once you are done, please send qbo@lltcpa.ca an email and we will look for and accept the invitation on our end.