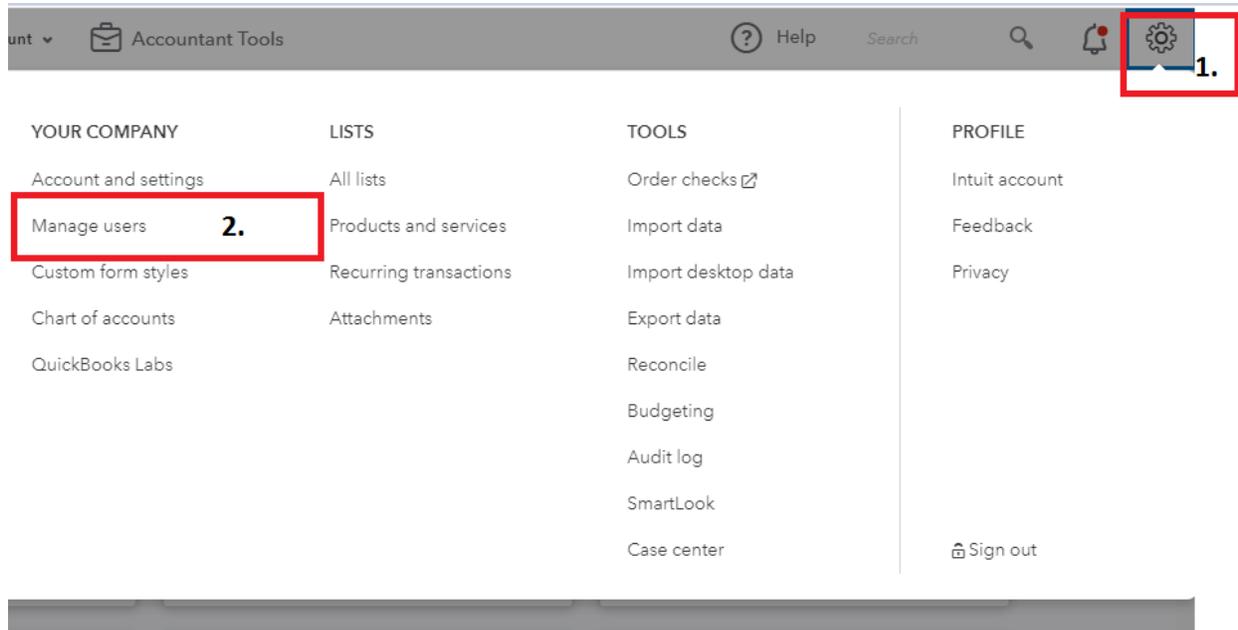


# How to Invite Patrick Accounting to Your Quick Books

**STEP 1:** Click on “Gear” icon in the upper right corner

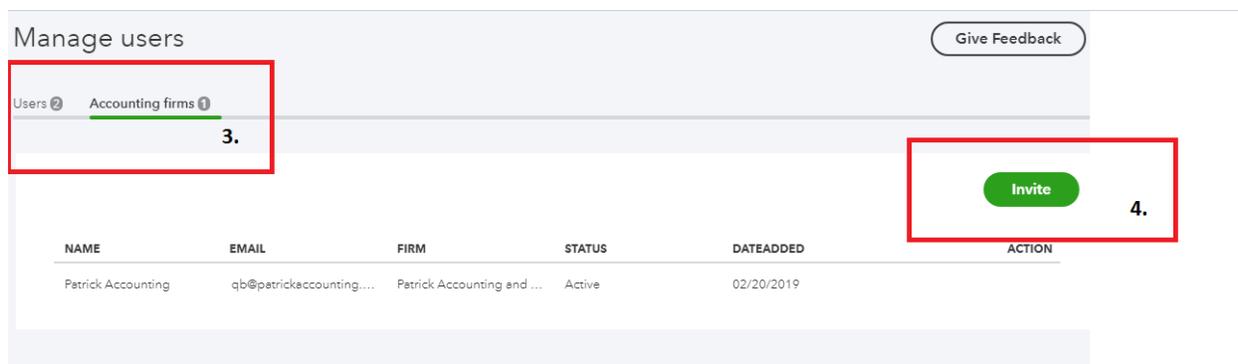
**STEP 2:** A new box will appear. Click on Manage Users.



The screenshot shows the top navigation bar with the 'Accountant Tools' menu open. The gear icon is highlighted with a red box and labeled '1.'. The 'Manage users' option is highlighted with a red box and labeled '2.'.

**STEP 3:** Click on “Accounting Firm” – not Users

**STEP 4:** Invite (Big Green Button) will appear



The screenshot shows the 'Manage users' page. The 'Accounting firms' tab is highlighted with a red box and labeled '3.'. The 'Invite' button is highlighted with a red box and labeled '4.'.

NAME	EMAIL	FIRM	STATUS	DATEADDED	ACTION
Patrick Accounting	qb@patrickaccounting...	Patrick Accounting and ...	Active	02/20/2019	



**STEP 5:** Enter [qb@patrickaccounting.com](mailto:qb@patrickaccounting.com) and click save.

What's your accountant's contact info?

Your accountant and members of their firm will have admin access to your company data.

We'll invite them to create a QuickBooks account and password for access to your company. This invite expires after 30 days.

**First name**  
Patrick

**Last name**  
Accounting

**Email**  
qb@patrickaccounting.com  
This will be their user id.

Save

**LAST STEP:** Let us know you sent over an invite, and we'll get started. Thank you!

