1. Log into your QuickBooks Online file.
2. In the upper right of the screen, select the gear icon.
3. In the gear menu, select “Manage Users’, located under “Your Company” on the left-hand side of the gear menu drop-down.



1. In the Manage Users screen, click on the “Accounting Firms” tab across the top.
2. Click on the green “Invite” button.



1. In the invite screen, make sure you are adding an accounting firm, and then input Eide Bailly’s information. The email address is: qbo1@eidebailly.com



If you have issues or questions, please reach out to your Eide Bailly professional or Jillian Robison at jrobison@eidebailly.com or 509.789.9154.