Adding Eide Bailly LLP as an accountant user in your QBO File:

- 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.

	+ &	My experts 📢 🤇	Help Q 🥼 🕼	J
YOUR COMPANY	LISTS	TOOLS	PROFILE	
Account and settings	All lists	Order checks 🖉	Subscriptions and billing	
Manage users	Products and services	Import data	Feedback	_
Custom form styles	Recurring transactions	Import desktop data	Privacy	
Chart of accounts	Attachments	Export data	Switch company	
Payroll settings	Custom fields	Reconcile		
Additional info	Tags	Budgeting		
	Rules	Audit log		
		SmartLook		
		Resolution center		

- 4. In the Manage Users screen, click on the "Accounting Firms" tab across the top.
- 5. Click on the green "Invite" button. Manage users

NAME	EMAIL	FIRM	STATUS	DATE ADDED	ACTION
					Invite
Isers (2)	Accountants (1)				

6. In the invite screen, make sure you are adding an accounting firm, and then input Eide Bailly's information. The email address is: gb01@eidebailly.com

What's your accountant's c	ontact info?
Your accountant and members of the company data.	eir firm will have admin access to your
We'll invite them to create a QuickBo	poks account and password for access to your company. This invite expires after 30 days.
irst name	
Eide	
.ast name	
Bailly	

If you have issues or questions, please reach out to your Eide Bailly professional or Jillian Robison at <u>irobison@eidebailly.com</u> or 509.789.9154.