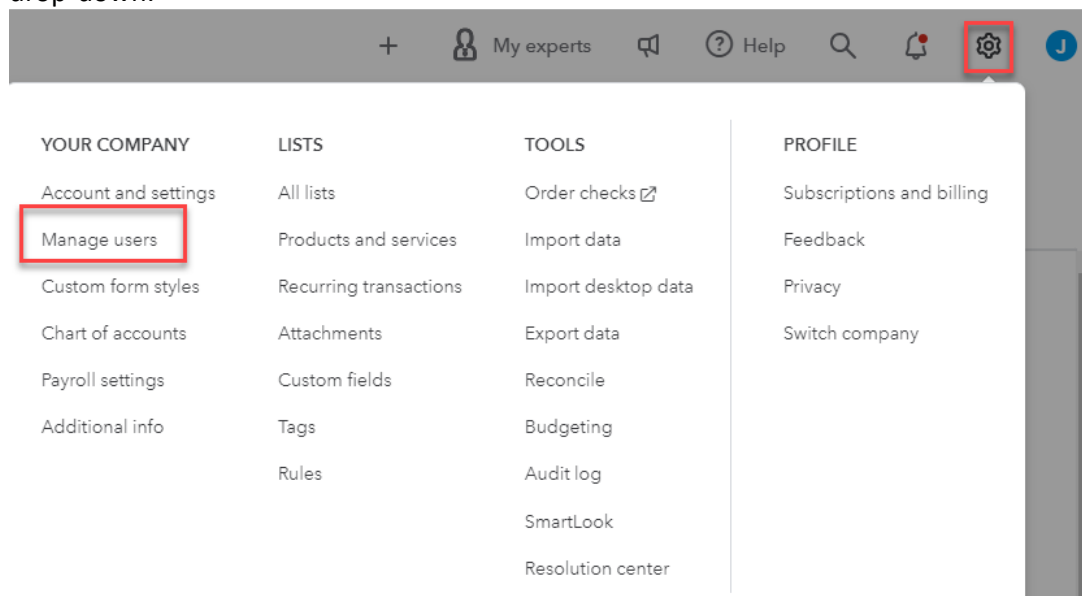


## Adding Eide Bailly LLP as an accountant user in your QBO File:

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.



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

### Manage users



6. In the invite screen, make sure you are adding an accounting firm, and then input Eide Bailly's information. The email address is: [gbo1@eidebailly.com](mailto:gbo1@eidebailly.com)

### Add a new accounting firm

#### 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

#### Last name

#### Email

*This will be their user id.*

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