

# Accountant Collaboration

QuickBooks Online helps you work more effectively and efficiently with your accounting professional by giving them access to your QuickBooks data. This QuickGuide will show you how to invite an accounting professional to your account.



## Real time support

Your accountant can see your data in real time to answer questions and solve problems with a quick call.



## Save time

No more copies of your books transferred back and forth, work from a single up-to-date data file.



## Save money

Don't pay your accountant to drive to your business when they can access your data from anywhere.

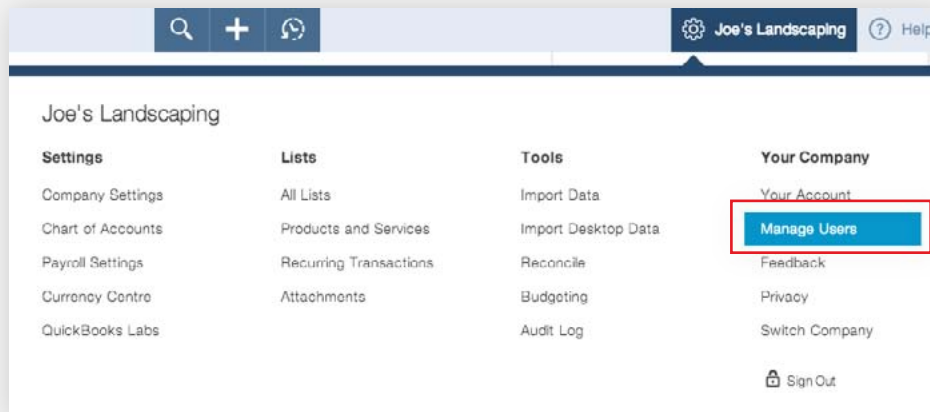
## How to invite and set up users

QuickBooks Online users can invite up to two accounting professionals (for example, a bookkeeper and an accountant) to access their QuickBooks Online data for free, in all versions of QuickBooks Online (EasyStart, Essentials or Plus).

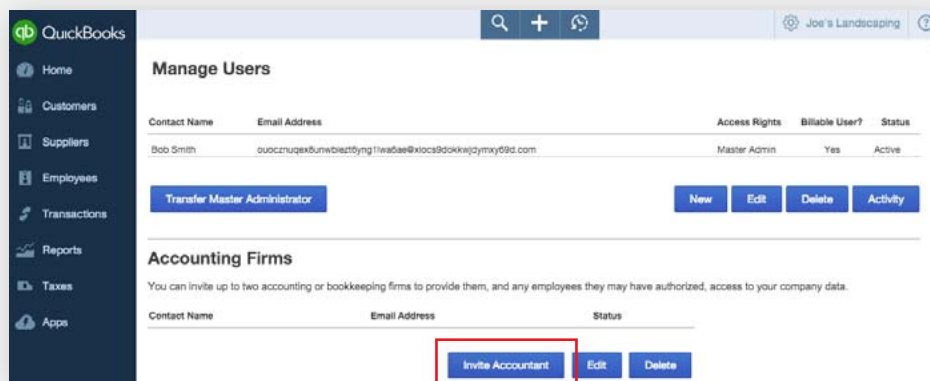
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To invite your accountant and/or bookkeeper to have access to your QuickBooks Online data:

- 1 Click **Manage Users** in the Company menu.



- 2 Click **Invite Accountant** at the bottom of the screen.



- 3 Enter the accounting professional's name and email address. This action will generate an email invitation which includes a unique link to accept and gain access to your QuickBooks Online data using QuickBooks Online Accountant.