

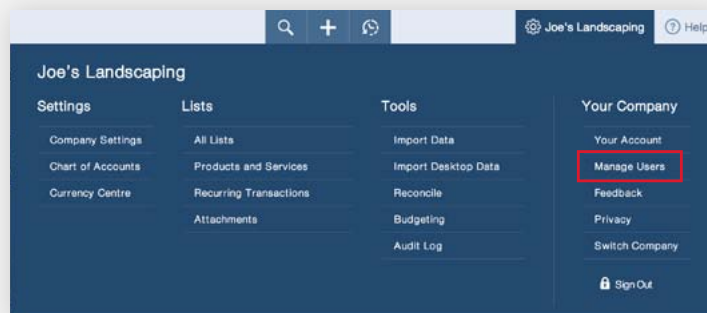
User Control

Accurate financial data is vital to running a successful small business. QuickBooks Online user control will help you manage who has access to your financial data and the changes they are allowed to make. This QuickGuide will show you how to:

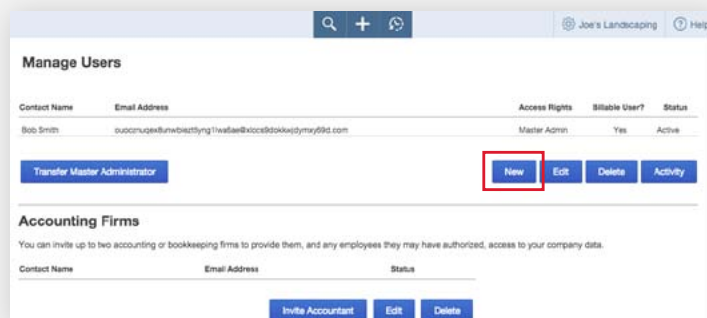
- Add users to your QuickBooks Online account.
- Restrict user access to certain tasks and functions.
- Invite up to 2 accounting professionals to access your account.

Manage Users

You can give other users access to QuickBooks Online by selecting **Manage Users** in the **Your Company** section of the **Company** menu.

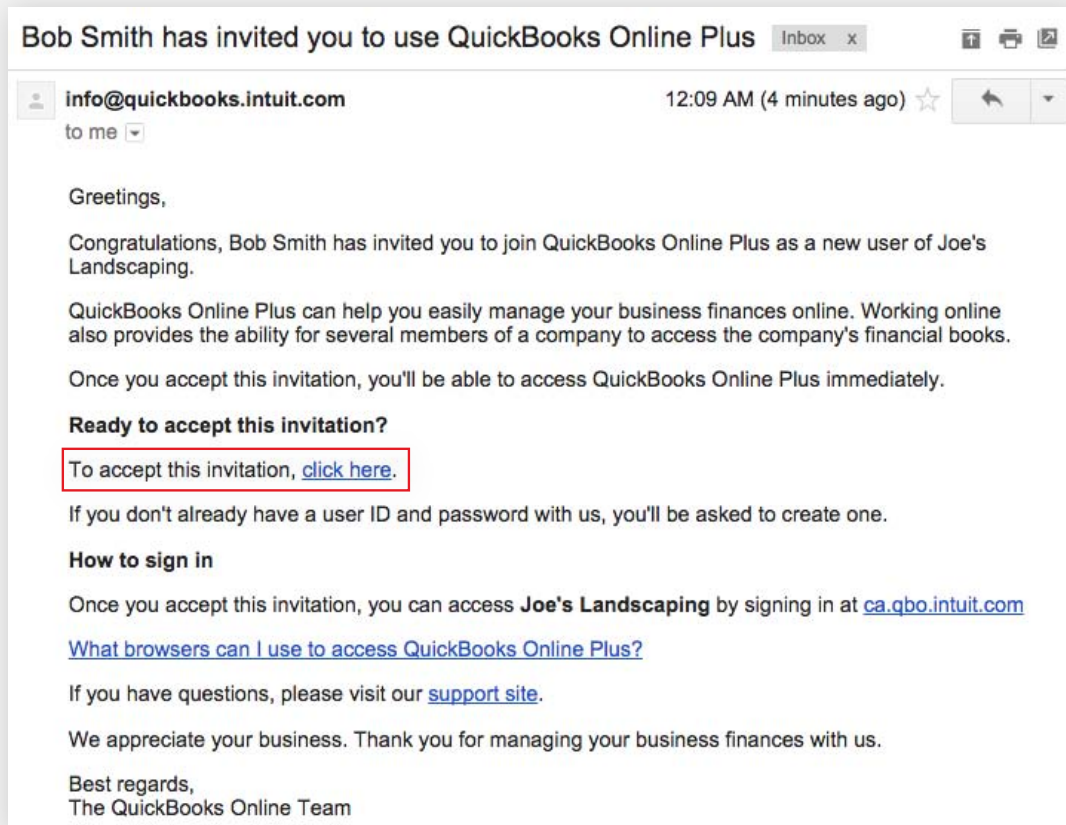


To set up new users, select **New** in the upper right side of the screen. You will be asked to enter the name and email address.



User Control

An email invitation with a link to your company file is sent automatically to anyone who you invite. New users must accept the invitation to gain access to your company file.



When you create a new user, you can restrict or expand access as follows:

- **Regular or custom user** – lets you specify what the user has access to in your QuickBooks Online files
- **Company administrator** – provides full functionality in QuickBooks Online
- **Report only** – limits access to view reports only
- **Time Tracking only** – gives access to specific employees to create and enter their time spent on jobs done for your customers

User Control

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).

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.

Manage Users

Contact Name	Email Address	Access Rights	Billable User?	Status
Bob Smith	ouocznueqex8unwblezt6yng11wa6ae@xl0cs9d0kkwjdyomy69d.com	Master Admin	Yes	Active

[Transfer Master Administrator](#) [New](#) [Edit](#) [Delete](#) [Activity](#)

Accounting Firms

You can invite up to two accounting or bookkeeping firms to provide them, and any employees they may have authorized, access to your company data.

Contact Name	Email Address	Status

[Invite Accountant](#) [Edit](#) [Delete](#)