

## 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:

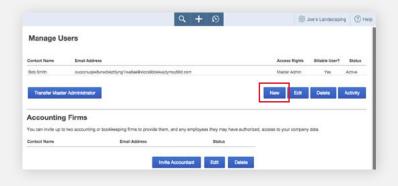
- Add users to your QuickBooks Online account.
- Restrict user access to certain tasks and functions.
- Invite up to 2 accounting professionals to access your account.

## Manage Users

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

Settings	Lists	Tools	Your Company
Company Settings	All Lists	Import Data	Your Account
Chart of Accounts	Products and Services	Import Desktop Data	Manage Users
Currency Centre	Recurring Transactions	Reconcile	Feedback
	Attachments	Budgeting	Privacy
		Audit Log	Switch Company

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.

4	info@quickbooks.intuit.com	12:09 AM (4 minutes ago) 🏠	*
	to me 💌		
	Greetings,		
	Congratulations, Bob Smith has invited you to join Landscaping.	QuickBooks Online Plus as a new user of Joe's	S
	QuickBooks Online Plus can help you easily mana also provides the ability for several members of a		
	Once you accept this invitation, you'll be able to ac	ccess QuickBooks Online Plus immediately.	
	Ready to accept this invitation?		
	To accept this invitation, click here.		
	If you don't already have a user ID and password	with us, you'll be asked to create one.	
	How to sign in		
	Once you accept this invitation, you can access Jo	<b>be's Landscaping</b> by signing in at <u>ca.qbo.intuit</u>	.com
	What browsers can I use to access QuickBooks O	nline Plus?	
	If you have questions, please visit our support site		
	We appreciate your business. Thank you for mana	iging your business finances with us.	
	Best regards,		

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 U	sers					
Contact Name	Email Address			Access R	ights Billable User?	Status
Bob Smith	ouocznugex8unwbiezt6yng1lwa6a	e@xlocs9dokkwjdymxy69d.com		Master Ac	imin Yes	Active
Transfer Maste	er Administrator			New	Edit Delete	Activity
ccounting	g Firms					
Accounting	g Firms o two accounting or bookkeeping firm	s to provide them, and any empl	oyees they may have autho	rized, access to your co	ompany data.	

