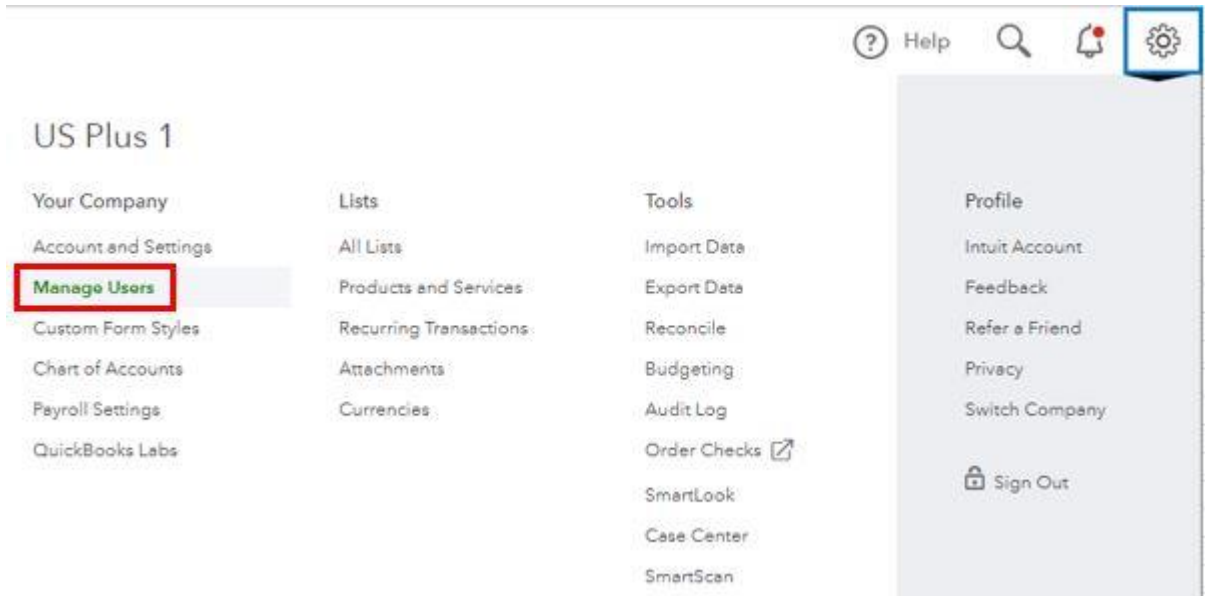


# Procedure

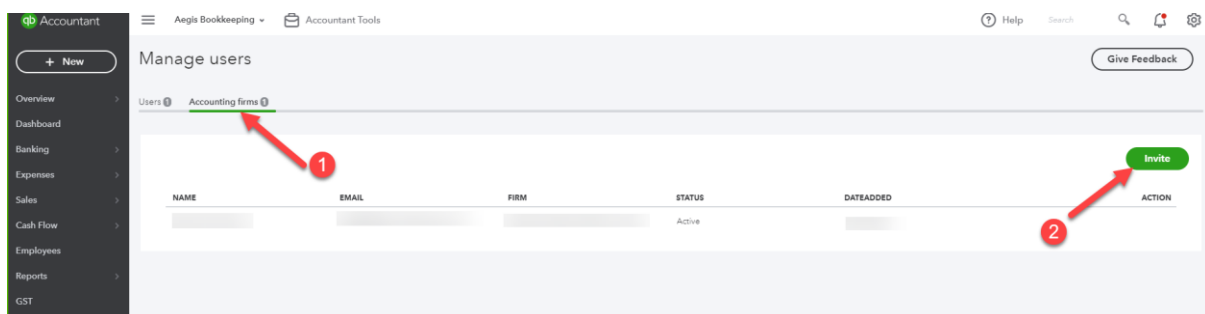
## To Invite Aegis Business Services as a User in QuickBooks Online (QBO)

Log into your QBO account

1. Click on the **Gear** icon on the right-hand side & then in the pop-up menu choose **Manage Users**:



2. Go to the **Accounting firms** tab.
3. Click on **Invite**



4. Enter First Name: **Aegis**
5. Enter Last name: **Business Services**
6. Enter Email: [aegis@aegisbusinessservices.com.au](mailto:aegis@aegisbusinessservices.com.au)

#### Add a new accounting firm

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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

Aegis

Last name

Business Services

Email

aegis@aegisbusinessservices.com.a

*This will be their user id.*

7. Click **Save** in the bottom right hand side.