


Instructions for QBO files to cmccpas.com

To provide us with online access to your QBO account,
please follow the steps below.

- 1. Open your QBO (QuickBooks Online) account.**
- 2. Click on the  located on the top right of the QBO page.**
- 3. Under the “Your Company” column, click on “manage users”.**
- 4. Click on the “Add user” in green on the right side of the screen.**
- 5. Choose the “Standard user” and follow the prompts.**
- 6. You will be providing Diana Crawford online access with her e-mail of dcrawford@cmccpas.com**