

Instructions for allowing Moshe Klein & Associates, Ltd accountant's access to your Quick Books On Line records:

Step 1, 2 & 3:

- (1) Log into Quick Books online.
- (2) Click the gear icon in the upper right hand corner.
- (3) Click manage users in the left column.

Step 4: Invite Accountant

Step 5: Enter email address: meir@mkabusiness.com and contact info:

Step 6: Follow the remaining prompts. MKA will get an email invitation that MKA can use to share with your new bookkeeping team.

Let us know if you need further assistance. We are glad to help.