

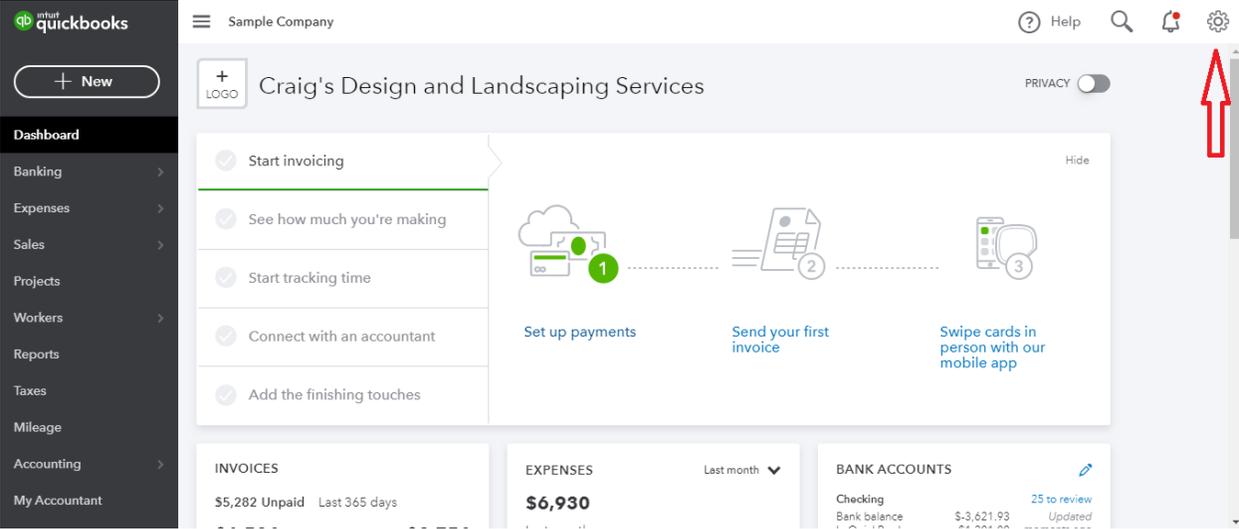
# Provide temporary access to your QuickBooks account

## Why do this?

We require temporary access to your QuickBooks Online account in order to import your data. You can revoke access once the conversion is complete.

Your data cannot be transferred unless you provide this access, so please follow these instructions:

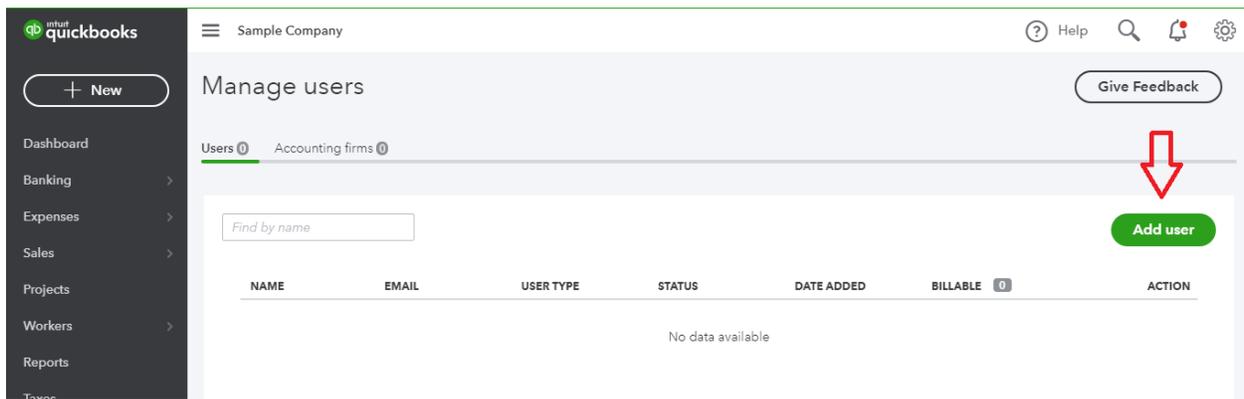
1. Visit the QuickBooks Online sign in page at <https://go.qbo.intuit.com/>
2. Sign in with your user ID and password.
3. Select the **Settings gear** at the top right of the QuickBooks home page



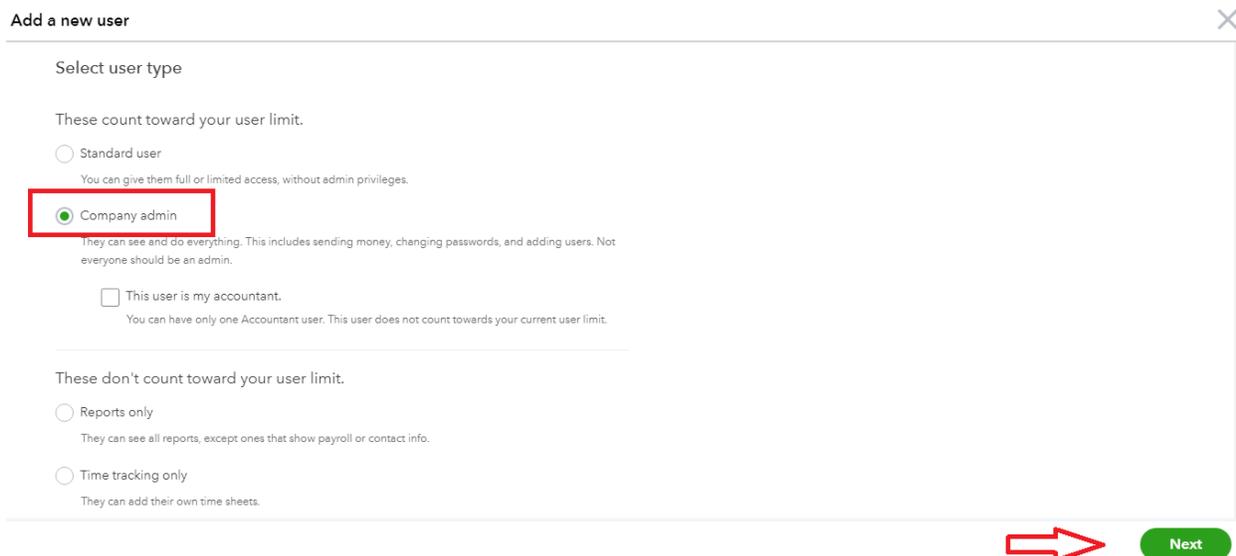
4. From the menu that appears, choose **Manage Users**:



5. Select **Users** tab, then click on the **Add user** button to start adding a new user.



6. In the window that opens, select **Company admin**, then choose **Next**.



7. Enter the below information to the corresponding fields:

#### Add a new user

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What's their contact info?

We'll invite them to create a QuickBooks account and password for access to your company. This invite expires after 30 days.

First name

Last name

Email

*This will be their user id.*

**NOTE:** Please use the email address as indicated on the email you received from Odyssey

Then click **Save**.



**That's all you need to do at this stage!**

**Once your data has been moved across, you'll receive another email from us explaining how to check everything's transferred correctly and revoke access if you're happy.**