

STEP-BY-STEP INSTRUCTIONS

Log into QuickBooks Online

1. Click the Gear icon on the top right
 2. Under YOUR COMPANY: click "Manage users"
 3. Select the second tab "Accounting Firms"
 4. Click the "Invite" button
 5. Select to invite using FIRM ID: **214342998**
- OR
- Select to invite via e-mail: **mfa@kaizencpas.com**

