

# HOW TO ADD SCANLON RICHARDSON AS A USER IN QUICKBOOKS ONLINE



1

Sign into your QuickBooks Online file

2

Choose Gear Icon and select Manage Users

3

Go to the Accounts sections and click Invite Accountant

5

Enter Scanlon Richardson's detail as follows: "Scanlon" in First name field, "Richardson" in Last name field and "cloud@srfg.com.au" in the Email field

6

Click Next and Finish



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