Instructions to send to clients to invite GSE to QBO

In the future, we are trying to streamline QBO logins and all accountant invites are going to go through a primary administrator (Kelly Ward) and then she grants access to the relevant staff who are working on the file. This way, you won't have to update our access in the future.

To set this up, please do the following:
1. After logging in to QBO for the corporation, click the gear icon at the top right (drop down should show)
2. Click "manage users". There should be two tabs: the first tab is "users" and the second tab is "accountants"
3. Under the "Users" tab, if Graham Scott Enns or an employee is listed, click on Delete under the "Action" column (click on 3 dots for drop down menu).
4. Click "Accountants" tab
5. If there are already 2 accountants listed, one of them will have to be deleted, as QBO only allows 2 invites to different bookkeepers/accountants. Under the "Action" column, delete the current GSE user using the drop down menu.
6. Add the name "Graham Scott Enns LLP" and use kward@grahamscottenns.com as the email (this is our primary admin's email)
7. click invite (green button)