**Frequently Asked Questions**

**How do I log in to QuickBooks Online?**

1. Open your Chrome Browser and switch user to your QBO User.
2. Enter https://qbo.intuit.com or click your QBO Bookmark from your Bookmark Bar.
3. Enter your ID and password.

Alternatively, if you have downloaded the QBO app, you can click on the icon and login.

**How do I set up a Chrome User for QBO?**

1. In Chrome, select the menu icon at the far right side of the URL/address bar. It is shown with three horizontal lines.
2. Select Settings.
3. Scroll to People and click the Add Person button.
4. Enter a name and select a graphic to represent your new QBO person.
5. Click Add.

You can toggle from person to person using the button that displays your name to the left of the Minimize/Maximize-Restore/Close buttons on the very top right of the screen. Left-clicking offers the choices to Switch Person and Go Incognito. Right-clicking allows you to select from your others users.

**How do I use your Client Portal?**

**How do I login to my cloud-hosted QuickBooks Desktop?**

**How do I login to my payroll system?**

**How can I set up an appointment with you, and will it cost me if I do?**

**Can I sign your engagement letter digitally?**

**How do I send you my tax documents?**

**When will my tax return be ready?**

**How do I pay my bill?**