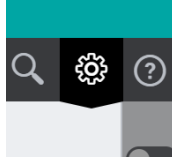
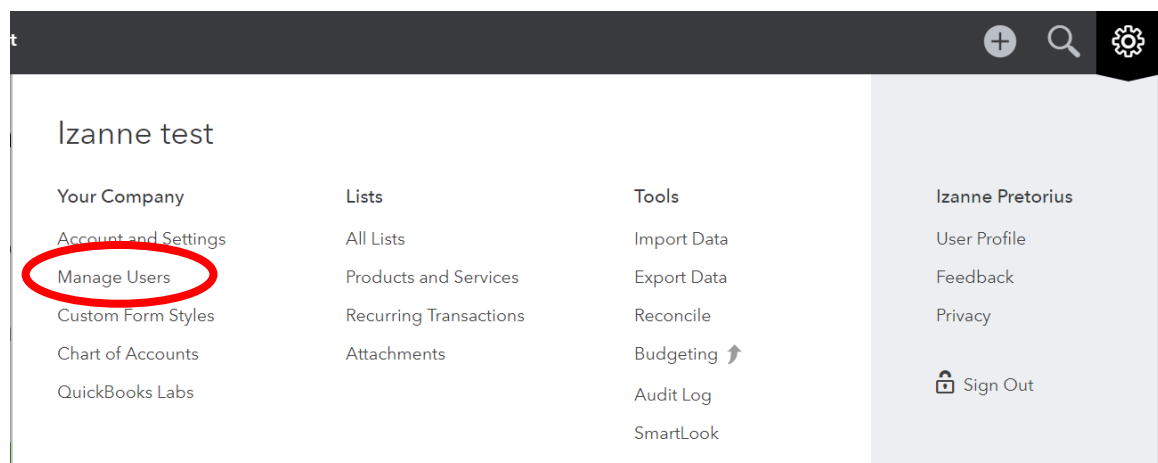


# HOW TO invite Cloud Convert as ADMIN user on QuickBooks Online

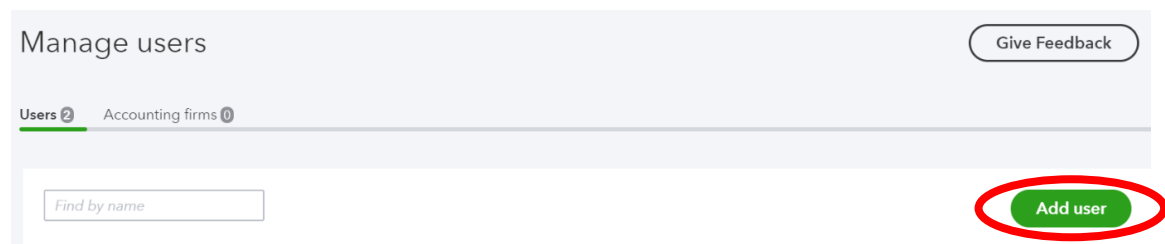
- 1) Login to your QuickBooks online account [here](#).
- 2) Click on the small cog in the top-right corner:



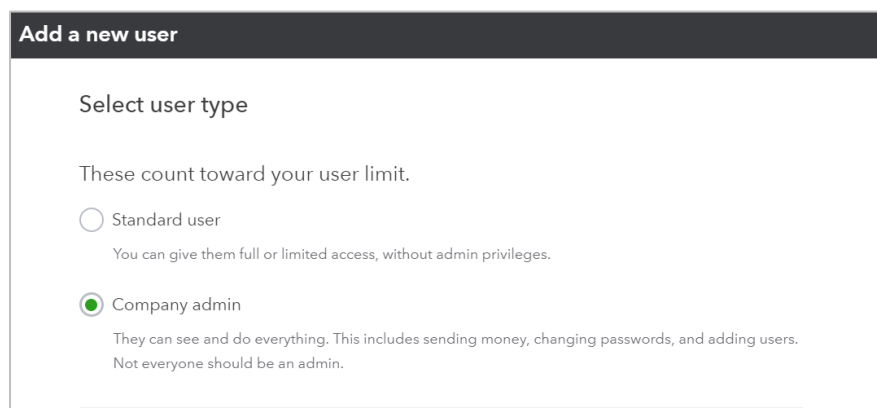
- 3) Then click on Manage Users:



- 4) Click on Add User on the right-hand side:



- 5) Select the Company admin option and click next:



- 6) Use “Cloud” as first name, “Convert” as last name and “conversions@cloudconvert.co.za” as the email. Then click on Save:

**Add a new user**

What's their contact info?

**First name**

**Last name**

**Email**

*This will be their user id.*

## 7) Congratulations!

You have successfully added Cloud Convert as an admin user on the QuickBooks Online organisation. You can now continue with the conversion request form.