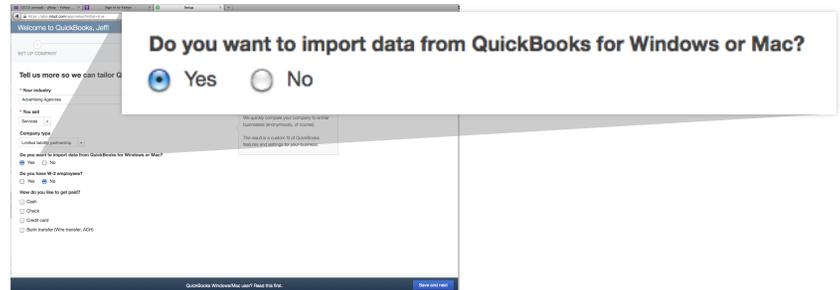


Help your clients move from desktop to the cloud

Here's a quick overview on how clients can import QuickBooks data into QuickBooks Online.

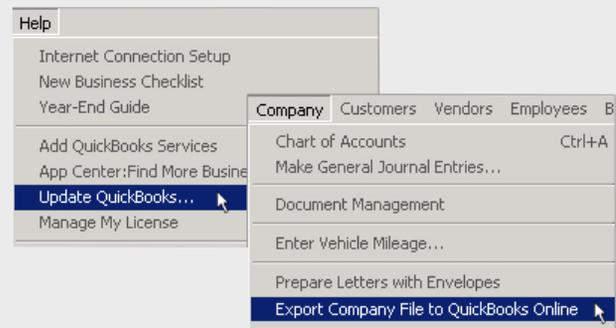
1 Start a QuickBooks Online Company

- Answer a few simple questions
- Check “Yes” to import QuickBooks data
- Select the QuickBooks edition from the list



2 Open QuickBooks for Windows software

- Make sure it's the latest version, choose **Help > Update QuickBooks**
- Restart QuickBooks
- Choose **Company > Export Company File to QuickBooks Online**
- Sign in with the User ID and password for QuickBooks Online and select the company file name



3 Get ready to use QuickBooks Online

- Look for an email when the data import is finished - often within minutes
- Click the “Sign In” link and get started.
- Invite your accountant to share the books. In the upper right corner, click your **Company Name > Manage Users > Invite Accountant**.



Tip: Have your logo handy when you set up QuickBooks Online and your invoices and forms will look great from the start.