

## Adding a New QBO Company to an Existing Login For Instructors

You can have multiple companies associated with one email address.

For example: You can have your QBO Accountant company and a QBO Plus company linked to the same account. Email [education@intuit.com](mailto:education@intuit.com) for an QBO Plus voucher if you wish to follow along with your students. The new voucher can be activated at:

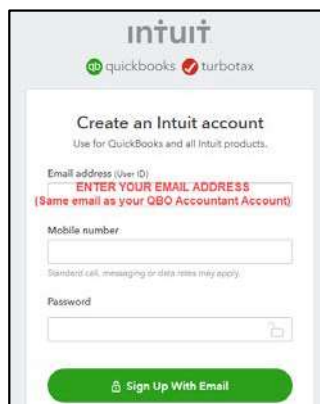
<https://signup.quickbooks.intuit.com/index.html?locale=en-us&offerType=free&offerId=20016081>.

(If you get an error message when attempting to use the voucher try a) clearing your cache or b) using private browsing mode.)


### LINK MULTIPLE QB COMPANIES TO ONE ACCOUNT:

Once you've activated the voucher, you will need to set up the company.

#### Method 1:



Enter your email address. You will get a message that the email address already exists.



Select **Sign In**.

Enter your email address and password and complete the company setup process as normal.

#### Method 2:



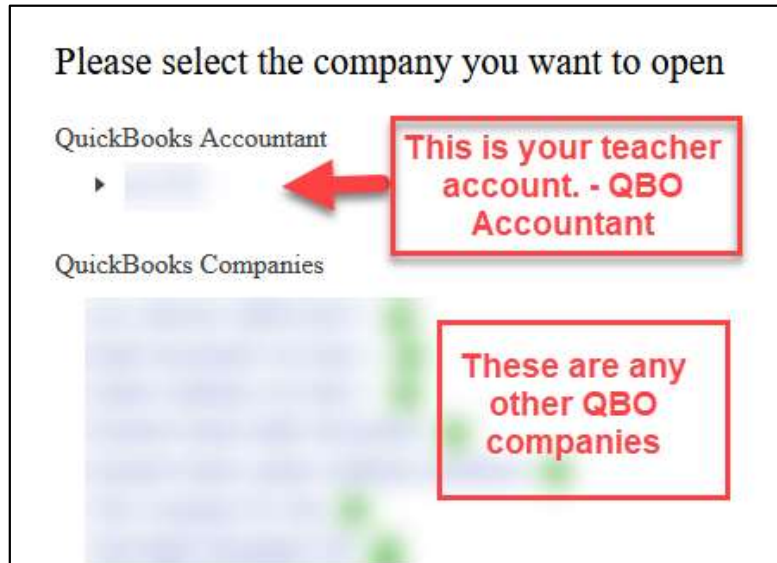
Click **Sign in**.

Enter your email address and password and complete the company setup process as normal.

## HOW TO OPEN DIFFERENT COMPANIES WITH ONE LOGIN EMAIL:

Sign into your account at [www.qbo.intuit.com](http://www.qbo.intuit.com)

After signing in, you will be presented a screen listing all available companies. Select the one you want to open.



Once logged in, you can switch companies by selecting the ⚙ icon and then choosing to **Switch company**.

