

# Move your QBO Billing to Us



## Existing QBO Subscribers



If you are looking for a new QBO subscription then please follow the instructions in our other setup document "New QBO Subscriptions"  
This help guide only works for clients with a QBO subscription already active.

### 1 Login into your QuickBooks Online Account

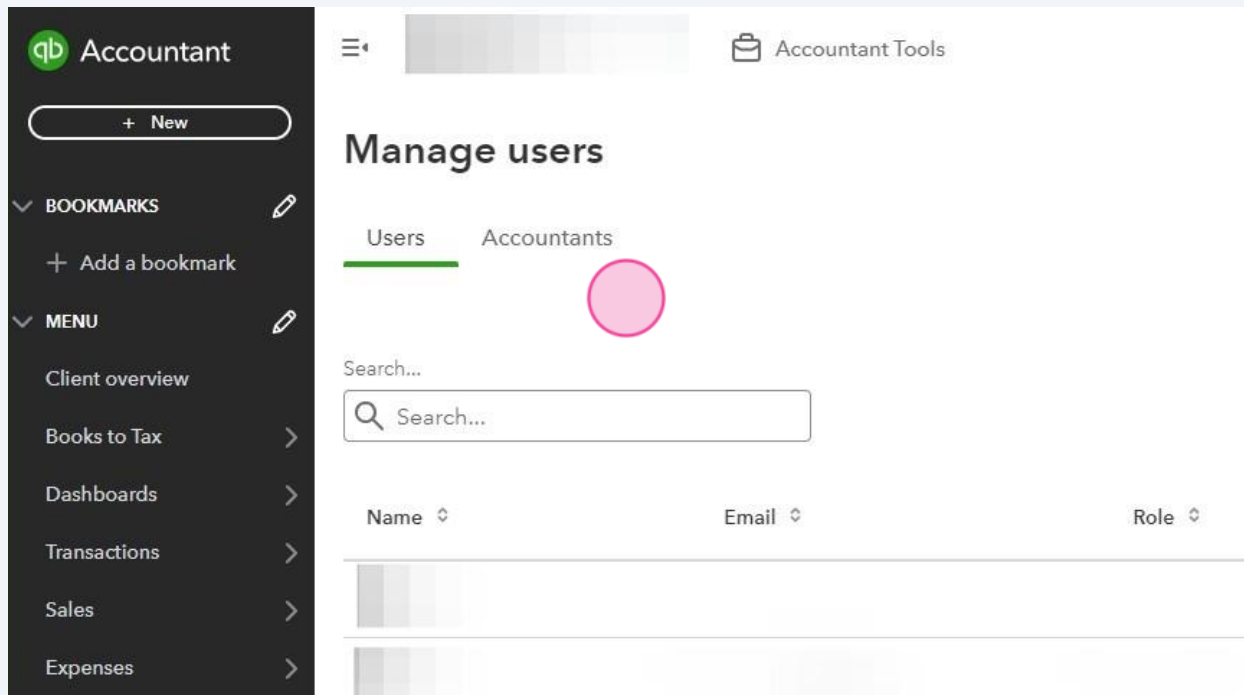
When inside your QBO account, click on the GEAR icon on the top right of your browser. This will enable you to see the QBO Settings.



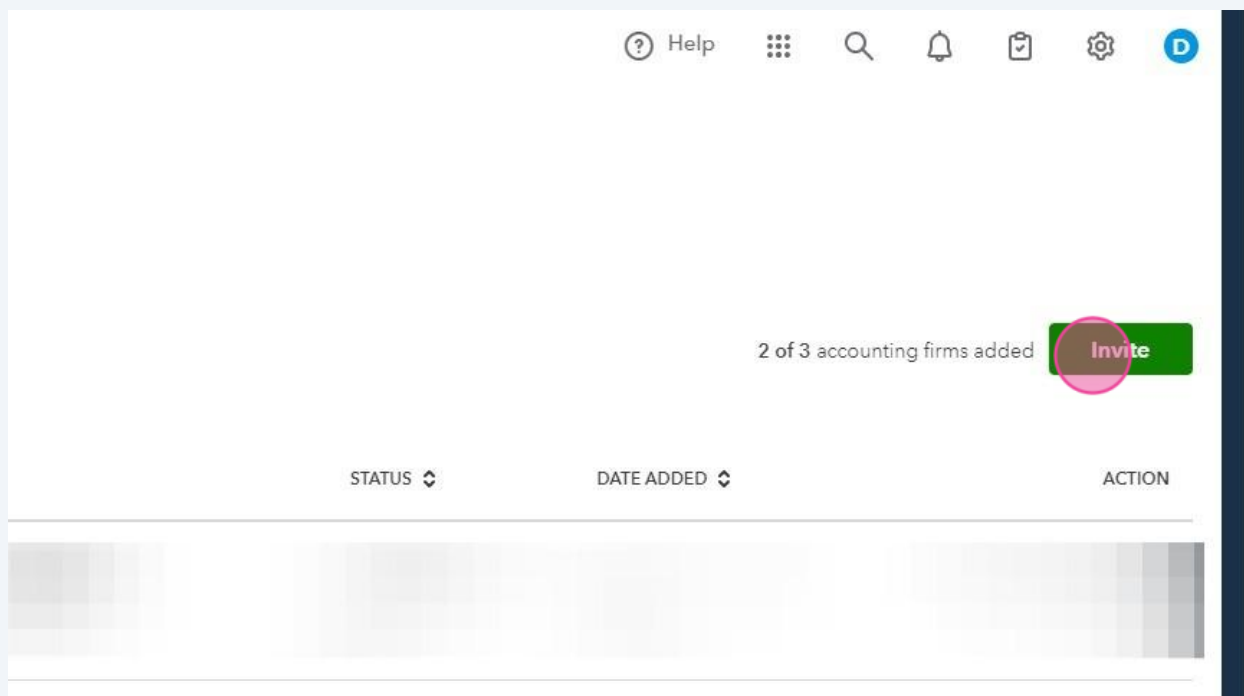
Click on "Manage users"



- 4 Click on "Accountants" from the sub-menu within the Manage Users page.



- 5 Click on "Invite" to enable you to invite us in as an Accountant User





QBO Accountant users do not count towards the total number of users within your QBO account - each subscription (except QBO Advanced) has the ability to invite in 2 accountant users.  
QBO Advanced subscriptions get the space for 3 accountants.



NOTE: If you have an accountant and bookkeeper who both need access to your QBO account as accountants - and you cannot add a 3rd, unfortunately at this time we cannot offer you the discount on your QBO Subscription.

6

In the invite section, enter our details as follows:

### Add a new accounting firm

What's your accountant's contact info?

Your accountant and members of their firm will have admin access to your company data. We'll invite t

First name

Discountant



Last name

Admin



Email

admin@discountant.ca



7

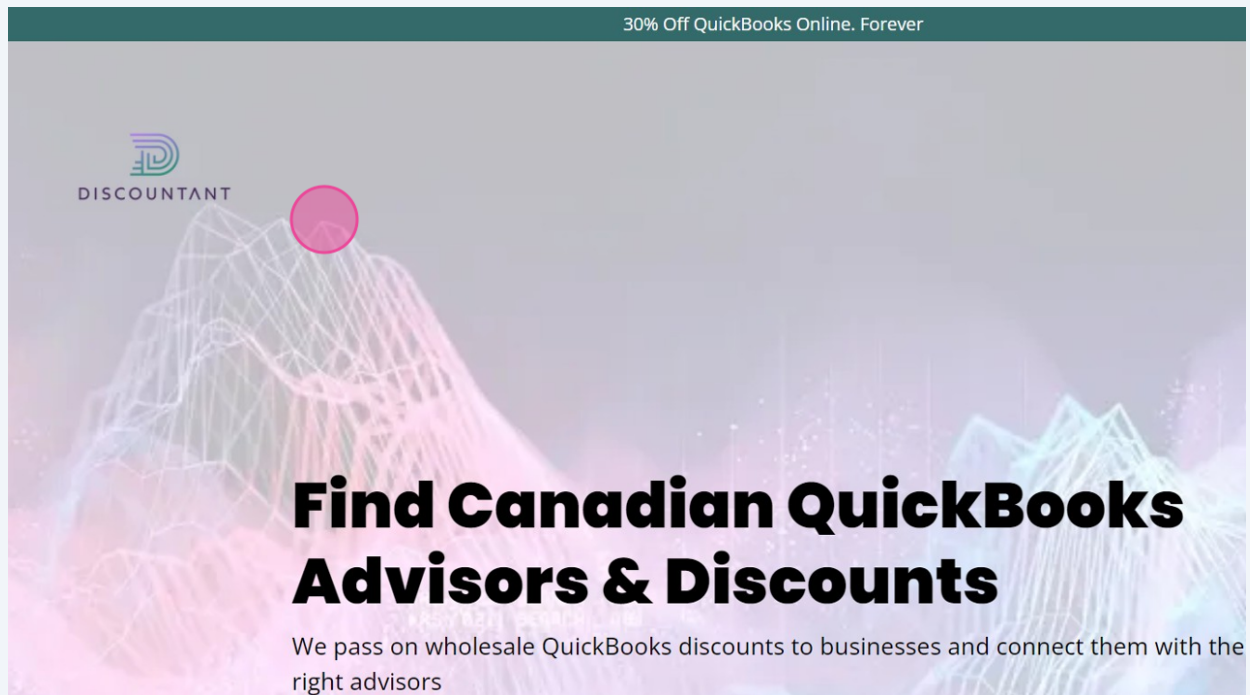
Once entered, please click "SAVE"  
QBO will now invite us in as accountants.  
Once we receive the invitation and accept it - you will be notified via email from Intuit, that the invitation has been accepted.

A screenshot of a software interface. It features a large, empty white rectangular area. At the bottom right of this area, there is a dark grey horizontal bar. Within this bar, on the right side, is a green button with the word "Save" in white text. A pink circle is drawn around the "Save" button.

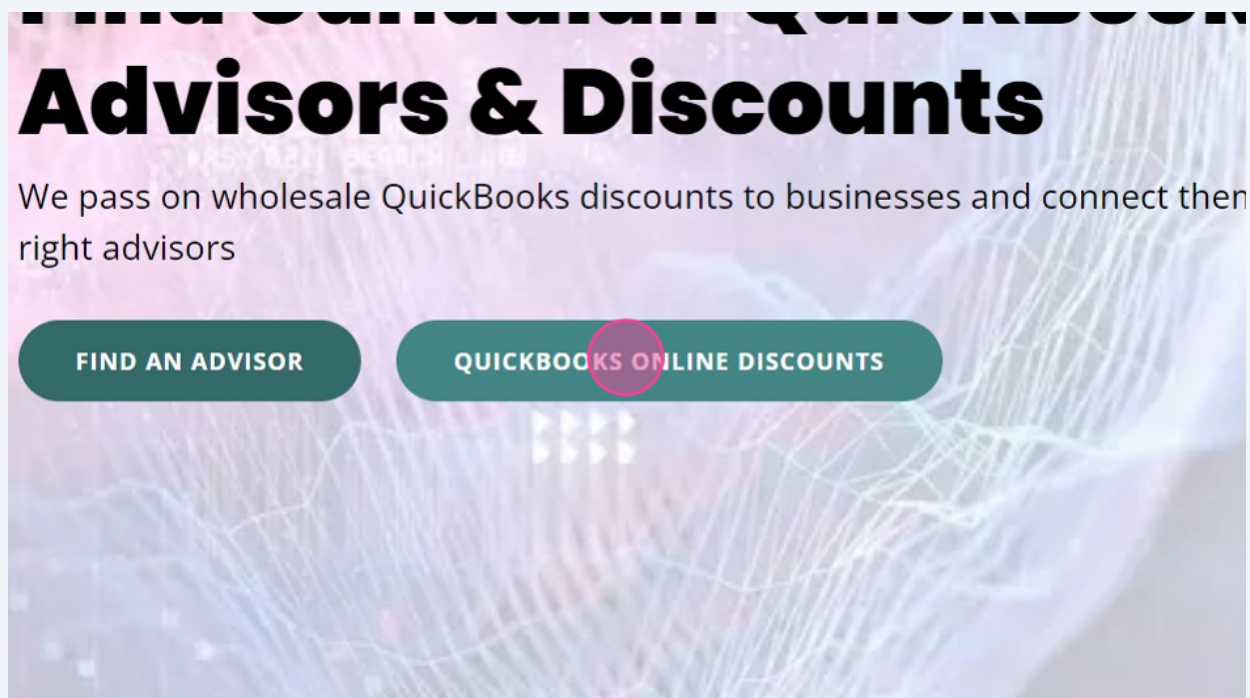
To finish off the transaction and ensure you get your discounted QBO subscription - please make sure to follow the next set of instructions.

## Paying for the discounted QBO Subscription

- 8 Head Over to our Website - [discountant.ca](https://discountant.ca)



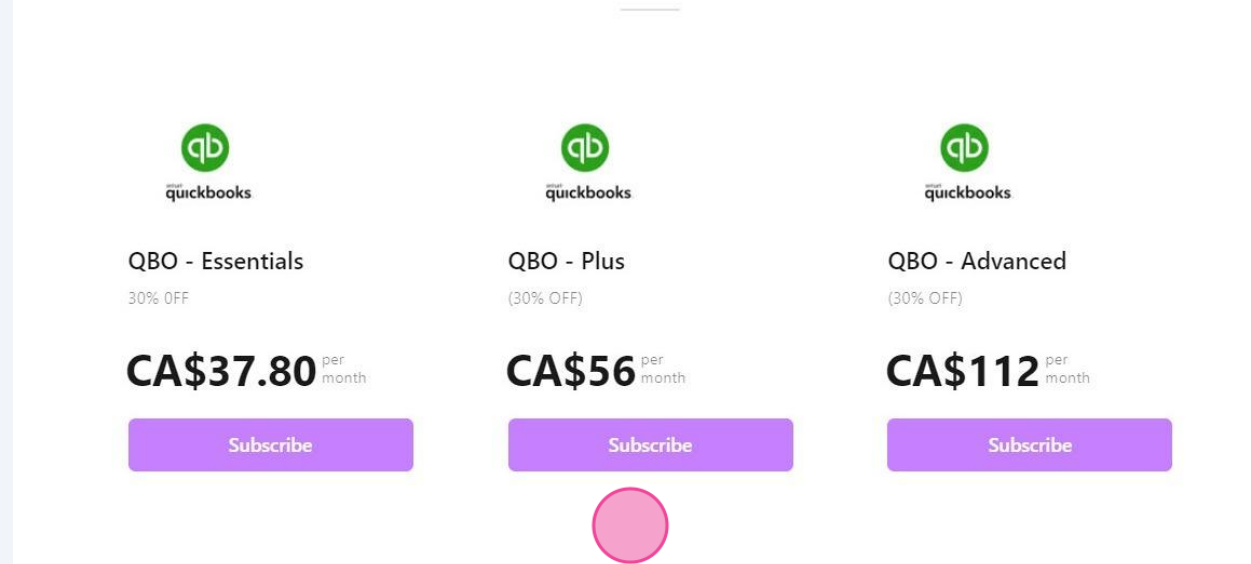
- 9 Scroll & click the "QuickBooks Online Discounts" button



10

Scroll to STEP 2 and look for the current QBO subscription you have and want to subscribe to.

## STEP 2: Set up your Discountant Subscription



Three subscription options are displayed, each with the QuickBooks logo and a 30% OFF discount:

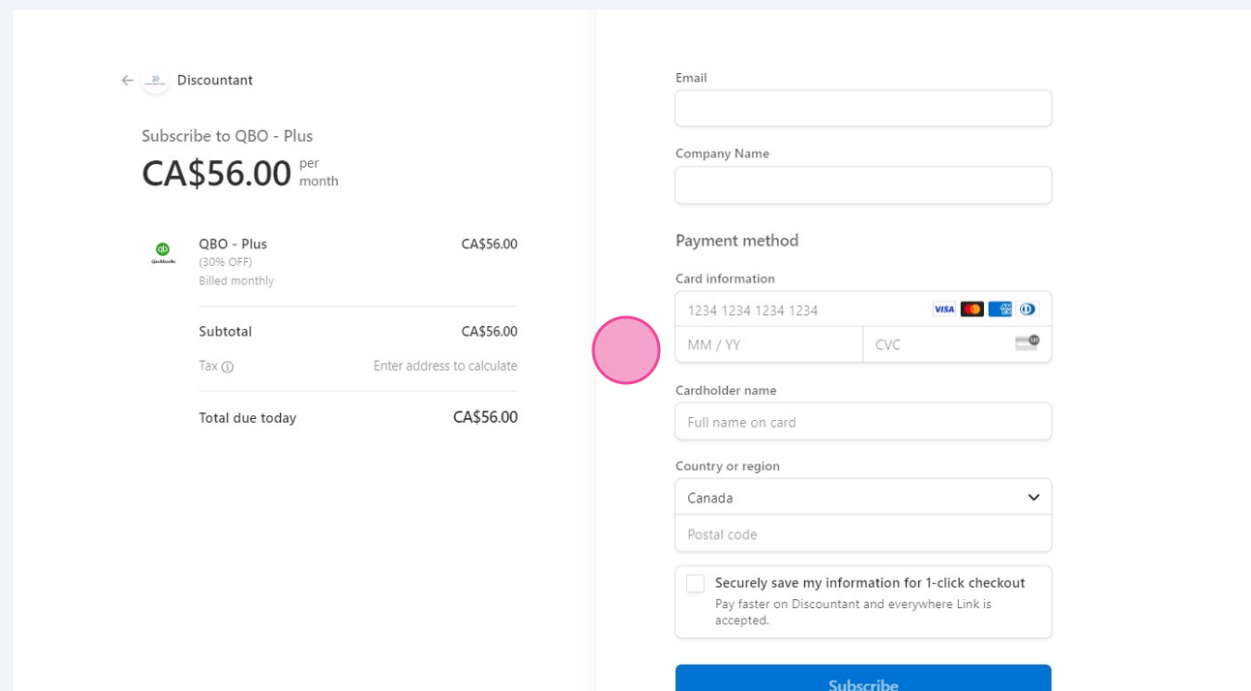
- QBO - Essentials**: 30% OFF, **CA\$37.80** per month. [Subscribe](#)
- QBO - Plus**: 30% OFF, **CA\$56** per month. [Subscribe](#)
- QBO - Advanced**: 30% OFF, **CA\$112** per month. [Subscribe](#)

11

Once selected, the system will take you to the billing page

Enter your Email address, Company Name & Credit Card information

Once complete, click on SUBSCRIBE to complete your purchase.



**Discountant**

Subscribe to QBO - Plus  
**CA\$56.00** per month

**QBO - Plus**  
(30% OFF)  
Billed monthly

CA\$56.00

Subtotal CA\$56.00

Tax ⓘ Enter address to calculate

Total due today CA\$56.00

Email

Company Name

Payment method

Card information

1234 1234 1234 1234

MM / YY  CVC

Cardholder name

Full name on card

Country or region

Canada

Postal code

☐ Securely save my information for 1-click checkout  
Pay faster on Discountant and everywhere Link is accepted.

[Subscribe](#)



The system will confirm that the billing has gone through.

We will receive an email confirming that your QBO subscription is now active.

After this, we will work with you to your QBO subscription moved over to our platform and the discount applied.



Any questions about any of the steps or if you want to find out more, please email us directly at [admin@discountant.ca](mailto:admin@discountant.ca)

## NOTES:



### BILLING FREQUENCY:

Please note that QBO Subscriptions are billed in advanced and the system will bill you on the same day each month, for the same amount, until such time as you cancel your subscription with us.

Our discount applies to the current QBO subscription rate as released by Intuit Canada

Our name on your credit card statement will come through as "DISCOUNTANT"



### PAYROLL:

If you have a QBO payroll subscription active, please first email us to find out more information about adding in payroll and the discounted costs associated with your subscriptions - as separate subscription is created for your unique payroll needs.



### ALERT! US QUBSCRIPTIONS

We can only help Canadian QuickBooks Online accounts and bill Canadian Credit Cards. If you are looking for a US QBO subscription, unfortunately we cannot extend you a discount.





We are only responsible for the Intuit billing after you move to our platform and subscribe through ourselves. We have no control over the billing or costs you were billed before moving to us.