

USING THE ACCESS CARD

Set Up Your Account

In Chapter 2, you start QBO and set up a company, Cloud_Ware Student Name. Start your Internet browser. Go online to https://quickbooks.intuit.com/start/retail_sui. The Set Up Your Account page appears.

Set Up Your Account

Thank you for purchasing a subscription to QuickBooks Online.

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Product number

068-097

License number under Access Card's scratch off.

1. The Access Card that came with your textbook includes a Scratch Off that reveals the License Number. Type the License Number under the scratch off.
2. For the Product Number, type **068-097**
3. Click on the box next to I accept the Terms of Service > then, click Set Up Account.
4. Complete the form shown. In the Email Address field, type a *valid* Email address. (*Hint: You may want to set up a new email address for use with QBO.*) Then, type your first and last name. Type a Password that is 8 or more characters and a mix of upper and lowercase letters, and includes a symbol and number. Each time you sign into QBO, you need your User ID and Password.

I accept the [Terms of Service.](#)

Set Up Account

IMPORTANT: Do not use the *same* User ID and Password associated with another Intuit QuickBooks account.