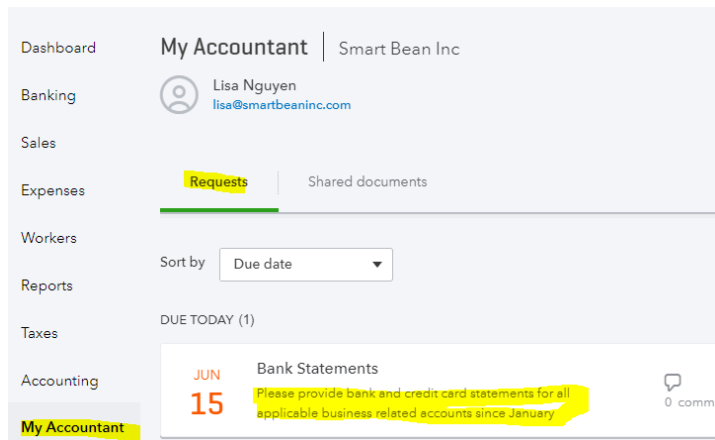


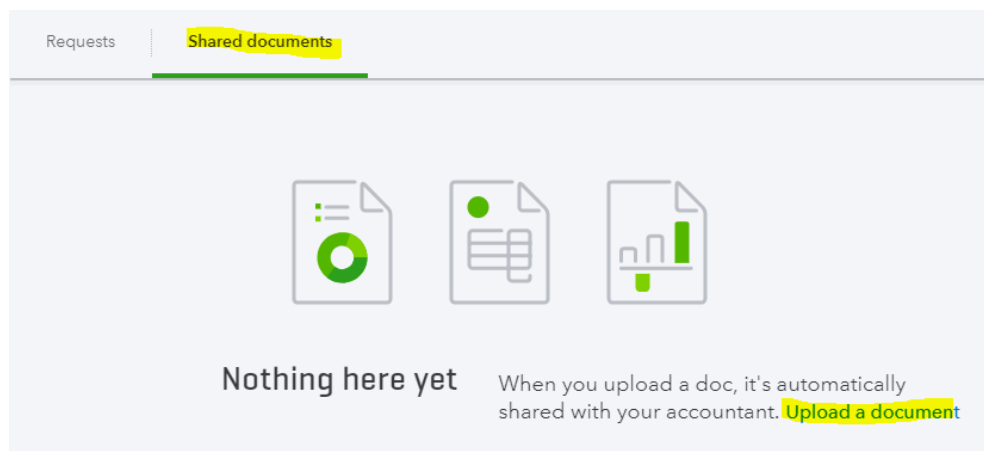


## How to Securely **Share Documents** with SmartBean<sup>TM</sup>

1. Sign in to your QBO company.
2. Go to **My Accountant** tab.



3. Click on **Shared Documents** tab, then Upload a document to upload your statements to us.



**All Done. Yay!**

