

# Setting up Jackson Supply Company

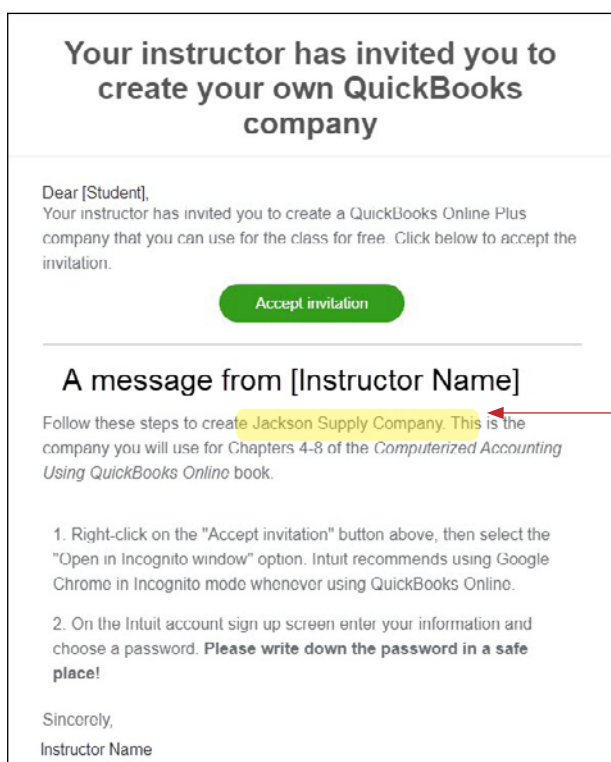
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## Accept Your Professor's Email Invitation for Jackson Supply Company

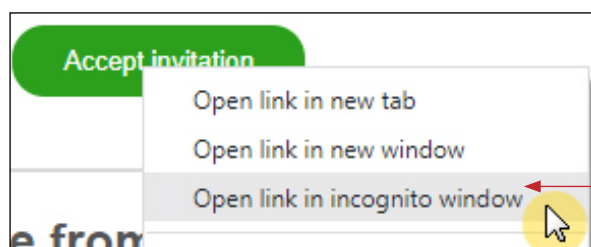
After your instructor creates a course and uploads the class list to the Intuit Educator Portal, he or she will send you an email through the portal to set up Jackson Supply Company. The email will come from Intuit Education.

Because Jackson Supply Company is the first company you will set up, you will first need to set up your Intuit account.

- ▶ Look for the email from Intuit Education with the subject: *Your instructor has invited you to create your own QuickBooks company.*
- ▶ Open the email invitation. You should see the following:



Note the name of the shell company in the invitation. This should be **Jackson Supply Company**. If it is not, return to your email inbox and open the **Jackson Supply Company** email invitation.



After noting the name of the shell company, right-click "Accept Invitation" and select "Open link in incognito window" (Intuit recommends using Google Chrome in Incognito Mode)



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qb quickbooks ✓ turbotax

## Create your account

Already have an account? [Sign In](#)

Email address (will be used as your user ID)  
 ✓

Take another look at your email to make sure it's right.

Confirm email  
 ✓

First name  
 ✓

Last name  
 ✓

Phone (Recommended)

Standard call, message, or data rates may apply.

Password  
 ✓

- ✓ Use 8 or more characters
- ✓ Use upper and lower case letters (e.g. Aa)
- ✓ Use a number (e.g. 1234)
- ✓ Use a symbol (e.g. !@#\$)

Password  
 ✓

By clicking Create Account, you're agreeing to our [Terms of Service](#) and have read and acknowledge our [Privacy Statement](#).

Complete the required information. Be sure to write down your password! We highly recommend adding your cell phone, which can be used for verification purposes if you have trouble logging into QuickBooks Online in the future.

Click Create Account

## Set Up Jackson Supply Company in QuickBooks Online

After setting up your Intuit account, the video below will guide you through setting up Jackson Supply Company in *QuickBooks Online*.

Jackson Supply Company Set Up  
([Click image to open the video](#))



**Note:** You can only reach the Intuit QBO sign in page via the "Accept Invitation" email link one time per company. After that, you need to go directly to the Intuit sign in page. Therefore, we recommend that you add the Intuit sign in page to your bookmarks in Google Chrome, Incognito mode, just like you did for the test drive company log in page for Chapters 2 and 3.

- ▶ Go to <https://app.qbo.intuit.com/app/login?loadCustomerAssistanceAssets=us>. This will take you to the Intuit sign in page, but do not sign in yet.
- ▶ Copy and paste the the URL at the top of your browser window into a new Google Chrome Incognito window. Recall that Intuit recommends using QBO in Google Chrome Incognito mode.
- ▶ Create a bookmark in Google Chrome Incognito mode so that you can easily find the Intuit sign in page again while working through the remainder of the book. You will need the Intuit sign-in page for both Jackson Supply Company (Chapters 4-8) and Waren Sports Supply Company (Chapter 9).

## Return to the Chapter to Complete Step 2 on page 4-2

You have now completed the onboarding steps for Jackson Supply Company. Return to the NOTE box on page 4-2 and complete step 2 to download Jackson Supply Company's data before you begin the chapter requirements.