

## How to download and use apps in QuickBooks Online Accountant

With the **Apps** tab in QuickBooks Online Accountant (QBOA), the firm owner can add and manage apps for both the firm and their clients from a single location.

### Manage your apps

Within the QuickBooks Online Accountant Apps tab, there are three tabs which discover and manage your apps: **Find apps**, **Client apps**, and **Firm apps**.

### To get an app

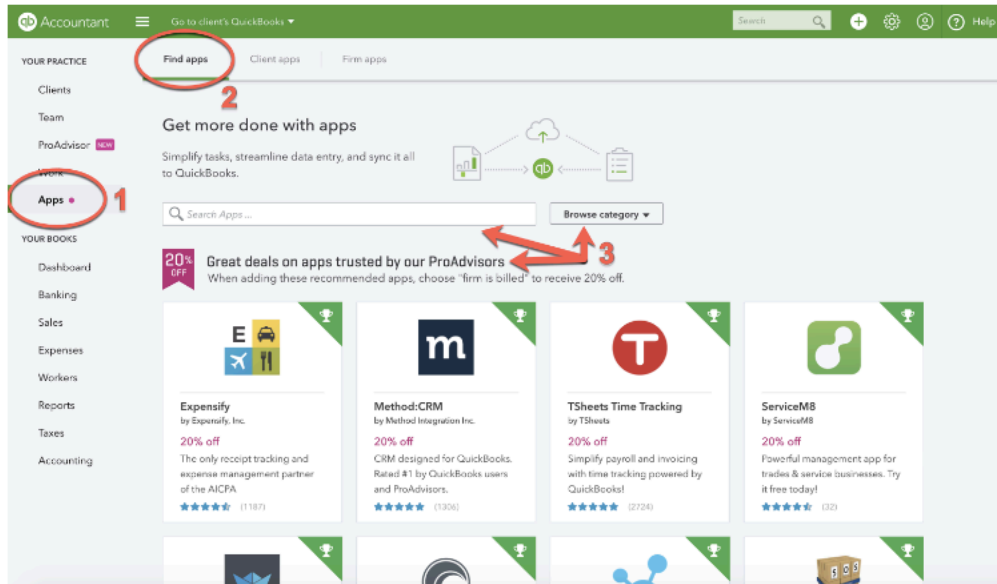
Here's how to get an app:

1. View our app recommendations; Use the search, or browse by category to locate an app that meets your needs.
2. Select the app to see details about the app, such as reviews and pricing.
3. Select **Get App Now** to start the signup process.
4. Select your firm or select a client from the **Install for Your Client** drop-down.
5. Select **Install**. (If you want to have the app billed to your firm, see [QuickBooks Online Accountant Apps Program Guide](#) for further instructions on how to finish checkout).
6. Authorise QuickBooks to share your data with the selected app.
7. Configure any sync preferences.
8. Select **Save & Sync**.

**Note** Not all apps can be synced to a client through QBOA. These apps notify a user about this limitation if a user selects such an the app. You have the option to be notified when the app is available for you to install for your client.

# Find apps

If you need an app for your firm or a client, select **Find apps** to view the available apps and subscribe to them directly from within QuickBooks Online Accountant.



# Client apps

Select the **Client Apps** tab to view and interact with the apps currently tied to your clients' companies.

**Note** You may see the option to Activate the app if it is one of the discounted apps in the Apps Program. Activate the app as soon as you buy it in order to get as much use as possible.

Selecting the app tile opens up details about the app, such as who connected the app and the support contact information. Expanding the app's **Action** drop-down in the **Client apps** tab allows you to:

- **Launch** the app
- Access **Support** for the app
- **Disconnect** the app from the company
- Leave a **Review** for the app

This drop-down is only available for apps that you have connected.

## Firm apps

In the **Firm apps** tab you can view or interact with apps connected to your firm. Expanding the app's **Action** drop-down allows you to:

- **Launch** the app
- Access **Support** for the app
- **Disconnect** the app from the company
- Leave a **Review** for the app

This drop-down is only available for apps you have connected.

## Related Articles

- [QuickBooks Online Accountant Apps Program Guide](#)
- [Accountant Apps - FAQs and Troubleshooting](#)
- [Apps purchased or connected by your accountant](#)

Now you know how to download and use apps.

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