

From: TechSoup Fulfillment <fulfillment@techsoup.org>
Subject: Your Intuit Donation Request #4118358 Through TechSoup
Date: November 15, 2024 at 3:16:27 PM EST
To: Lincoln Garden Club <internalcomms@lincolngardenclub.org>
Cc: <kseo@alum.mit.edu>

Please add fulfillment@techsoup.org to your address book to ensure you receive our email in your inbox.
Please do not reply to this email.

Dear Lincoln Garden Club,

Thank you for requesting your Intuit QuickBooks Online donation through TechSoup.

Your QuickBooks request, number 4118358, has been approved and is now ready for activation.

Your request includes the following.

Product	Quantity
QuickBooks Online Plus, 1-Year Subscription, 5 Users	1

Step One: Activate Your Subscription

- 1 Go to the account setup page by clicking the activation link below.
- 2 <https://signup.quickbooks.intuit.com/index.html?locale=en-us&offerId=20015247&offerType=free&voucherCode=HTLXKRPPVFQBSJ>
- 3 If you already have a QuickBooks Online subscription and want to copy your company to your new subscription, click the link to sign in to your existing account. Otherwise, fill in the form to create a new account.

Step Two: Set Up QuickBooks

The page will walk you through steps to customize QuickBooks to your specific needs. We recommend that you not check the box to bring in the data from your desktop product if you are currently using one. You have 60 days after you create your account to import this data.

If you signed in to an existing QuickBooks Online account and want to copy your company to your new subscription, you'll be able to do that later. When customizing your new company during setup, enter a slightly different name from your old company, such as "Organization (New)" or "Organization 2." This will make it easier to distinguish when switching between them in your account.

Step Three: Sign In After Setup

For all future logins, use this link to access your QuickBooks Online account.

[Sign In to QuickBooks Online](#)

Do not use the activation link provided in Step One.

Copy a Company from an Existing Subscription

To copy your company from an existing QuickBooks Online subscription to your new donated subscription under the same account, follow these instructions after you've completed the above steps.

Please note that copying a company from an existing subscription is only available if your original subscription level is QuickBooks Online Advanced. Otherwise, you'll need to upgrade your subscription before you follow these instructions.

- 1 Sign in to your QuickBooks Online account.
- 2 [Switch to your old company](#) that has a QuickBooks Online Advanced subscription.
- 3 Follow [Intuit's instructions beginning at Step 2](#) to enable backups and copy the old company data to the new company you created when setting up your donated subscription.
- 4 [Cancel the QuickBooks Online Advanced subscription](#) for your old company.

Migrate from a QuickBooks Desktop Version

If you are migrating from a desktop version of QuickBooks, you can import that data by following the [step-by-step instructions](#) on Intuit's website. You must choose the company you wish to import your data into as part of this process, and you cannot change the company type. Only users with administration-level permissions can import data, and all data must be imported within the first 60 days of creating a QuickBooks Online account.

Protect Your Information

Malevolent third parties can send emails that appear to be from trusted sources to obtain sensitive customer information through fraudulent means. [View online security tips](#) to learn how to identify fraudulent emails and what to do if you receive a suspicious email that appears to be from Intuit.

Support

QuickBooks Online includes free online support from Intuit. To get support, [sign in to QuickBooks Online](#) and select **Help** at the top right to search for answers or select **Contact Us** to connect with a live support agent. Live support hours are from 6 a.m. to 6 p.m. Pacific time, Monday through Friday, and 6 a.m. to 3 p.m. Pacific time on Saturdays. Be sure to let

the customer service representative know that you received your subscription as a donation through TechSoup

Need More Help?

Have more questions? We encourage you to visit our [partner's website](#) to consult their helpful product information. If you questions for TechSoup, [contact us](#).

Regards,

TechSoup

TechSoup - Power up your social impact.

TechSoup is a 501(c)(3) nonprofit organization. Our mission is to build a dynamic bridge that enables design and implementation of technology solutions for a more equitable planet.

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