

*Your trusted CPA firm
now has an app!*

SCAN QR CODE TO DOWNLOAD

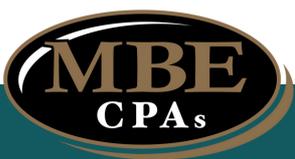
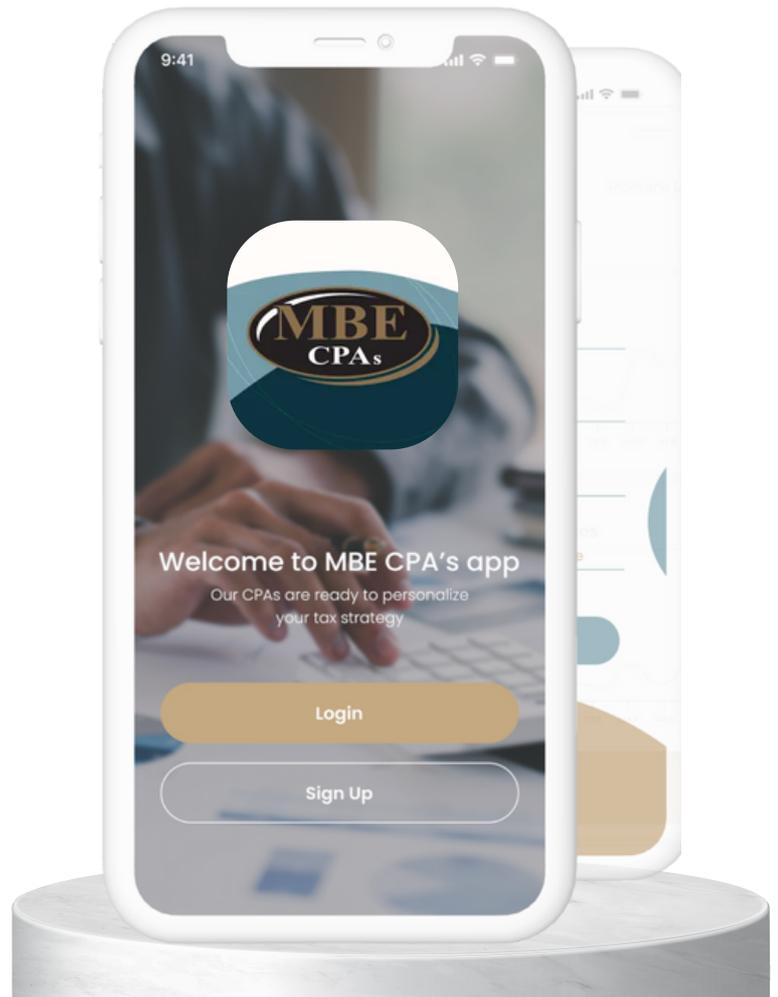
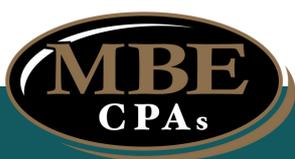


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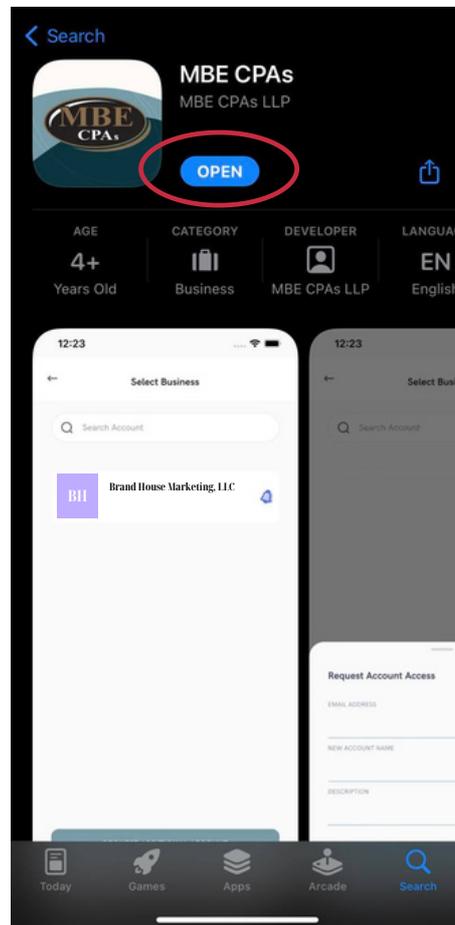
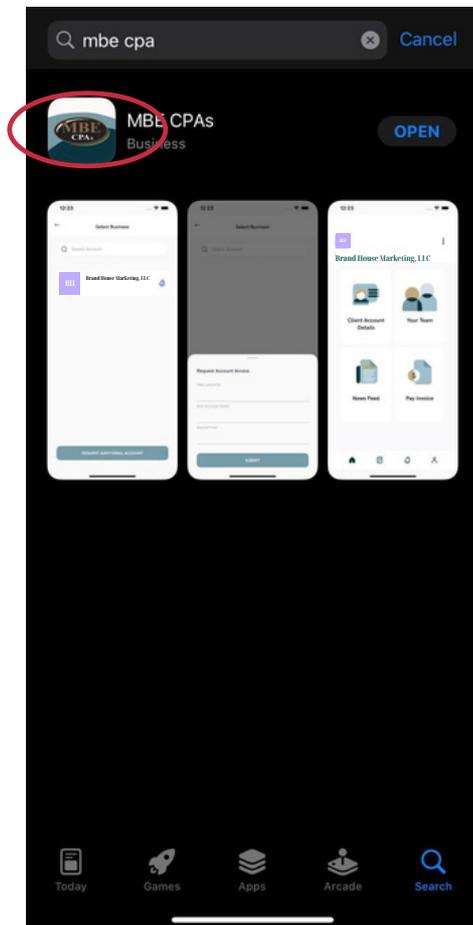
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HOW TO DOWNLOAD THE APP

FOR iOS USERS:

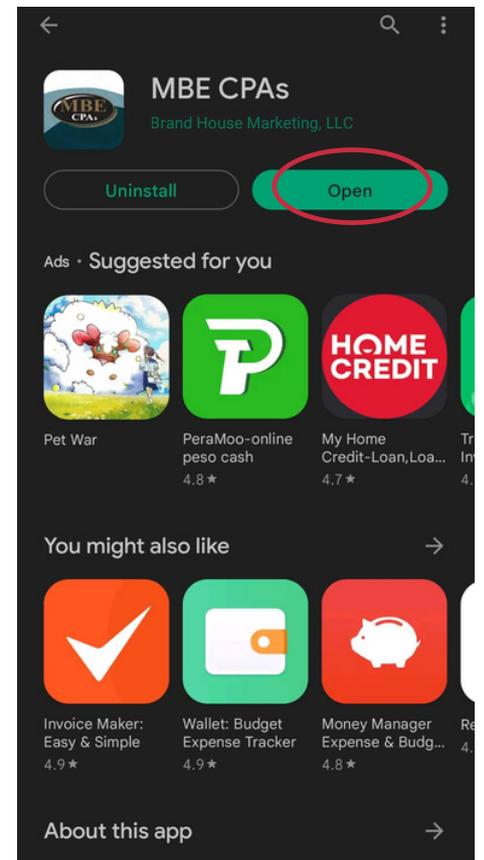
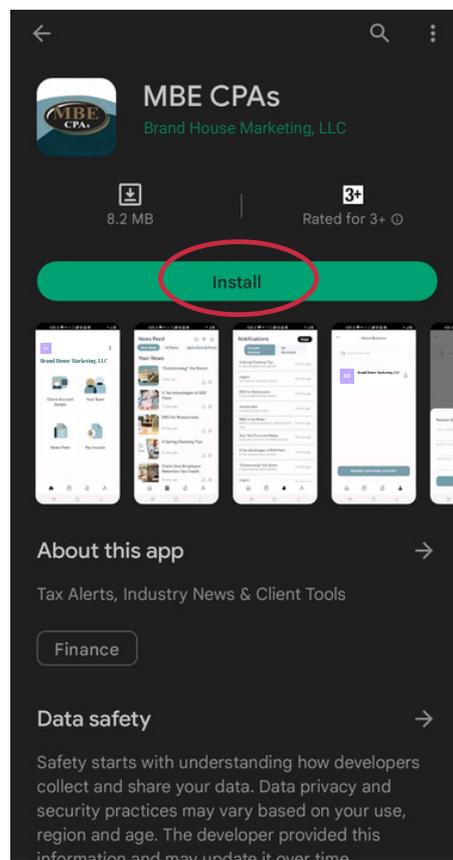
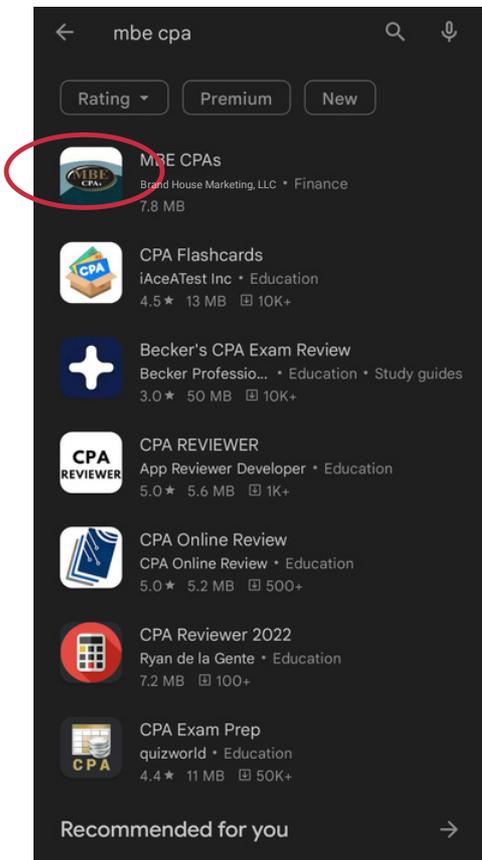
1. Open AppStore
2. Type in search “mbe cpa”
3. Select MBE CPAs
4. Select “Get”
5. After installing, select “Open”



HOW TO DOWNLOAD THE APP

FOR ANDROID USERS:

1. Open Google PlayStore
2. Type in search “mbe cpa”
3. Select MBE CPAs
4. Select “Install”
5. After installing, Select “Open”



HOW TO REGISTER AN ACCOUNT

FOR NEW USERS:

1. Select "Create New Account"
2. Register an account by providing your
 - (1) Email Address
 - (2) Full Name
 - (3) Business Name
 - (4) Password (must be 8-12 characters long and contain uppercase, lowercase, and number)
 - (5) Re-Enter Password
3. Select "Create New Account"
4. You will receive a confirmation from MBE CPA teams once your registration has been verified

MBE CPA

Welcome to
MBE CPA

EMAIL ADDRESS

PASSWORD

Continue as Guest Forgot Password

SIGN IN

CREATE NEW ACCOUNT

←

Register
new account

EMAIL ADDRESS

FULL NAME

BUSINESS NAME

PASSWORD

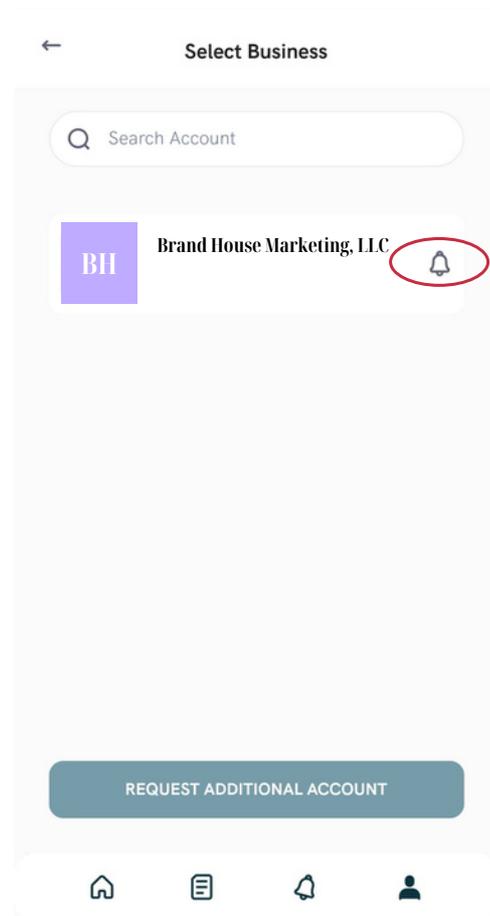
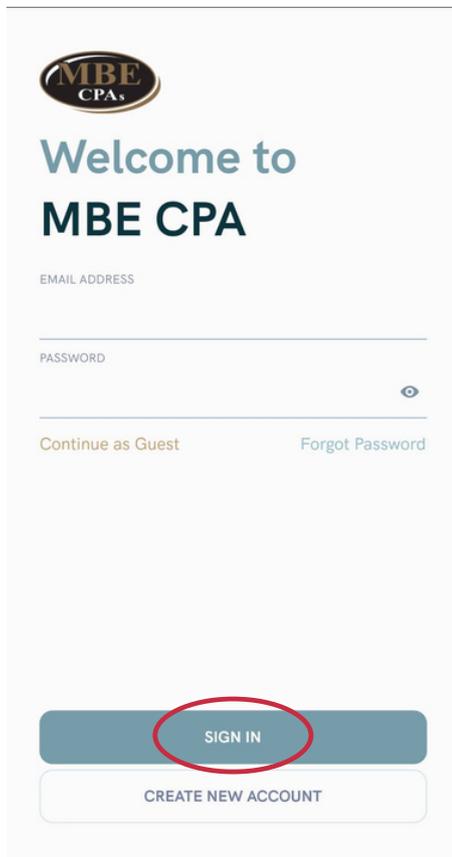
CONFIRM PASSWORD

CREATE NEW ACCOUNT

HOW TO SIGN IN AN ACCOUNT

FOR EXISTING USERS:

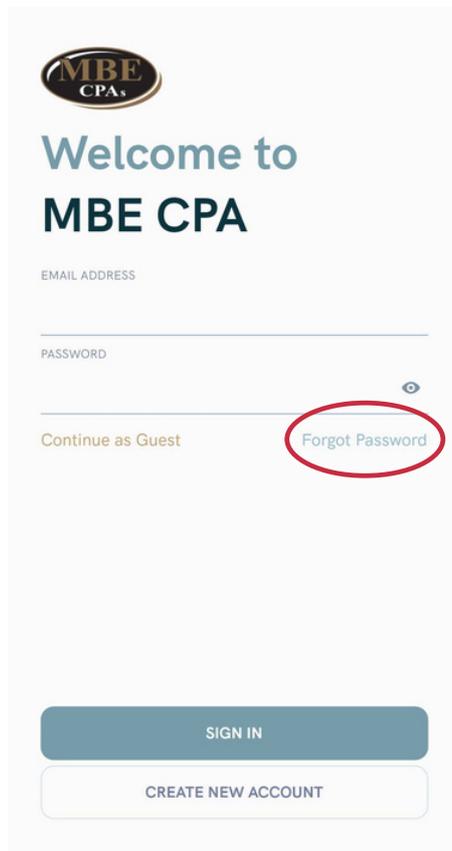
1. Sign in by providing your
 - (1) Email address
 - (2) Password
2. Select "Sign In"
3. Select Business Account by clicking the Bell Icon (🔔)



HOW TO SIGN IN AN ACCOUNT

FOR FORGOTTEN PASSWORD:

1. Select "Forgot Password"
2. Provide your registered email
3. Select "Submit"
4. You will receive an email from mbeapp@mbecpa.com to reset your password.



MBE CPAs

Welcome to MBE CPA

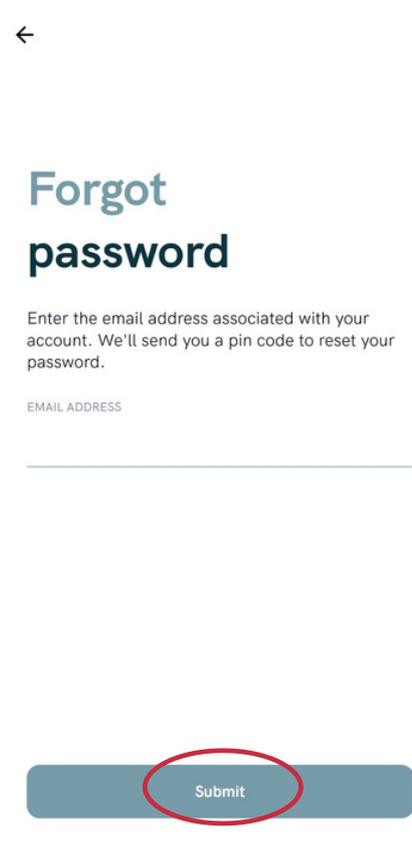
EMAIL ADDRESS

PASSWORD

Continue as Guest [Forgot Password](#)

SIGN IN

CREATE NEW ACCOUNT



←

Forgot password

Enter the email address associated with your account. We'll send you a pin code to reset your password.

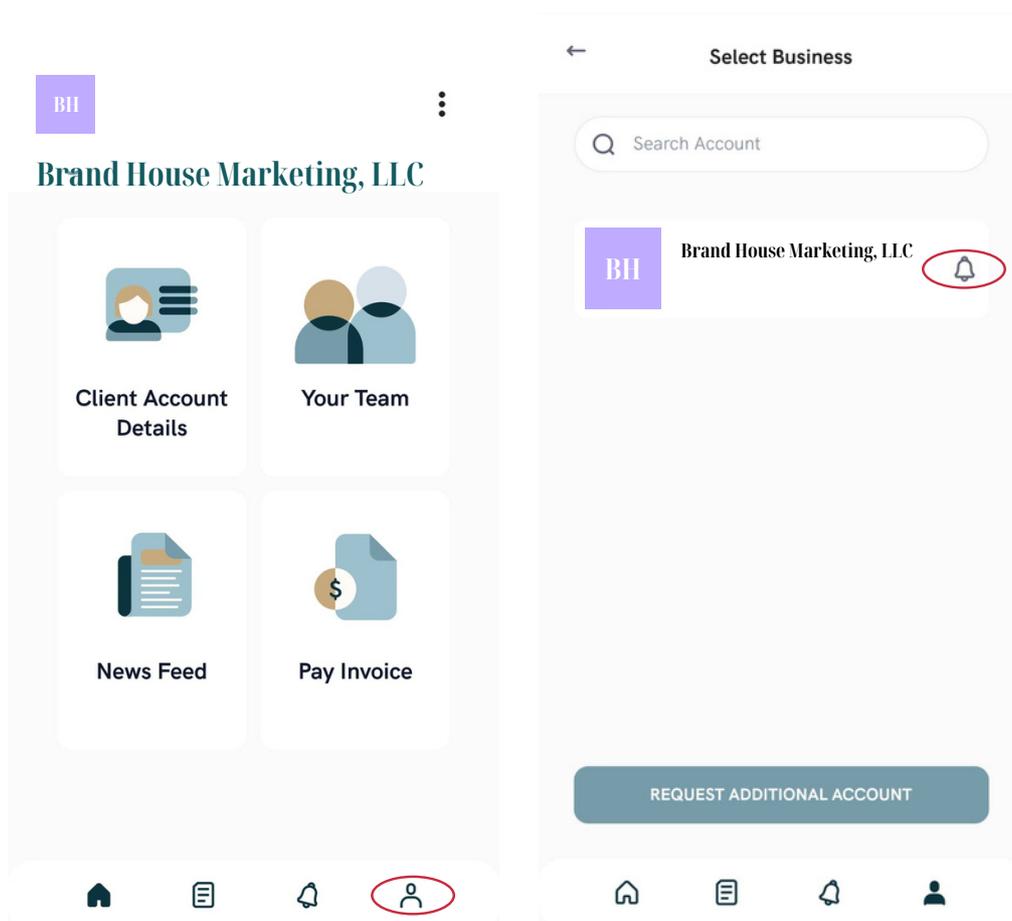
EMAIL ADDRESS

Submit

HOW TO NAVIGATE BUSINESS ACCOUNTS

SELECTING BUSINESS ACCOUNT

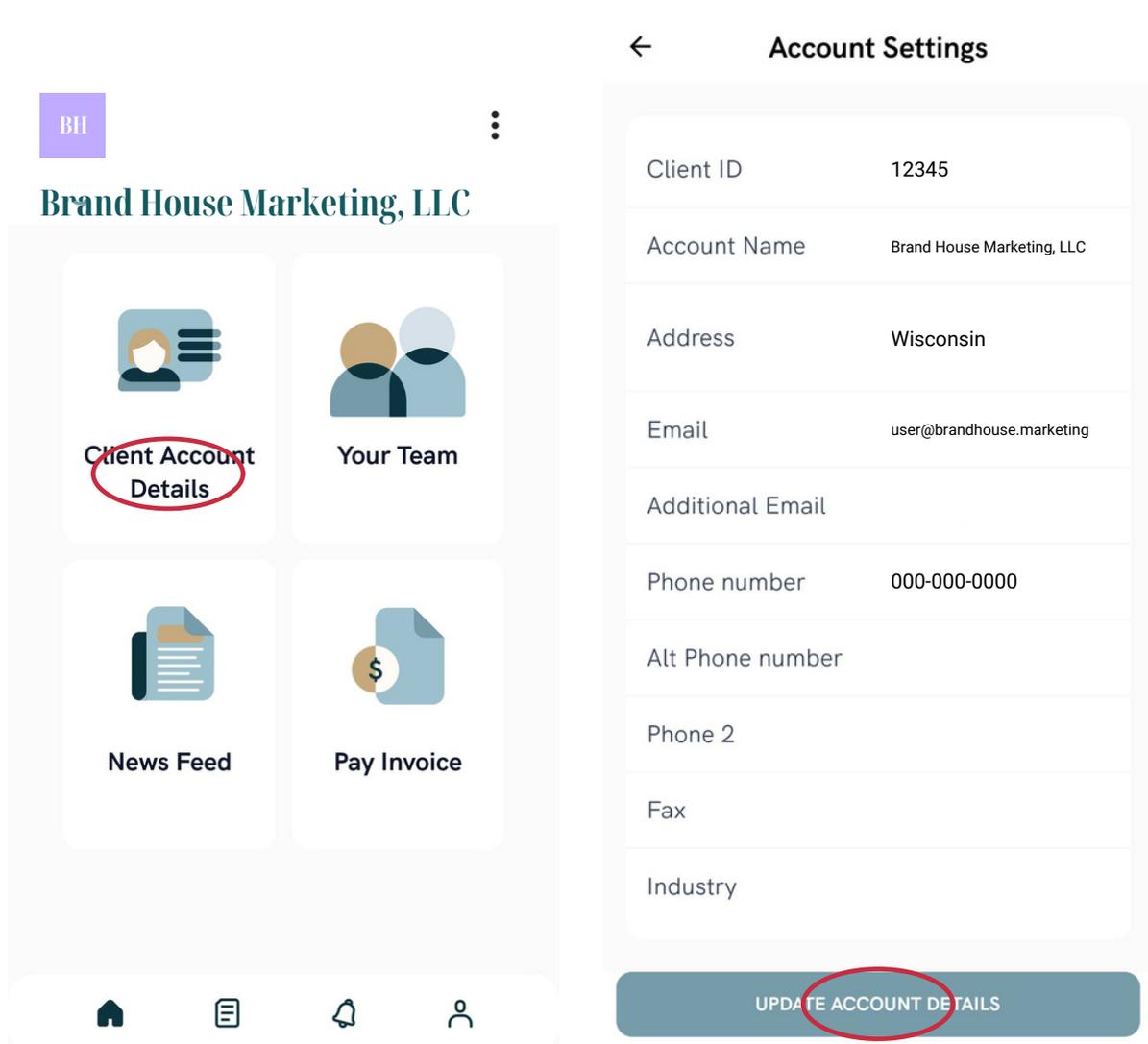
1. Select the Account Icon (👤) to access your business accounts
2. Select the Bell Icon (🔔) to access the specific business account you would like to use



MBE CPA APP FEATURES

CLIENT ACCOUNT

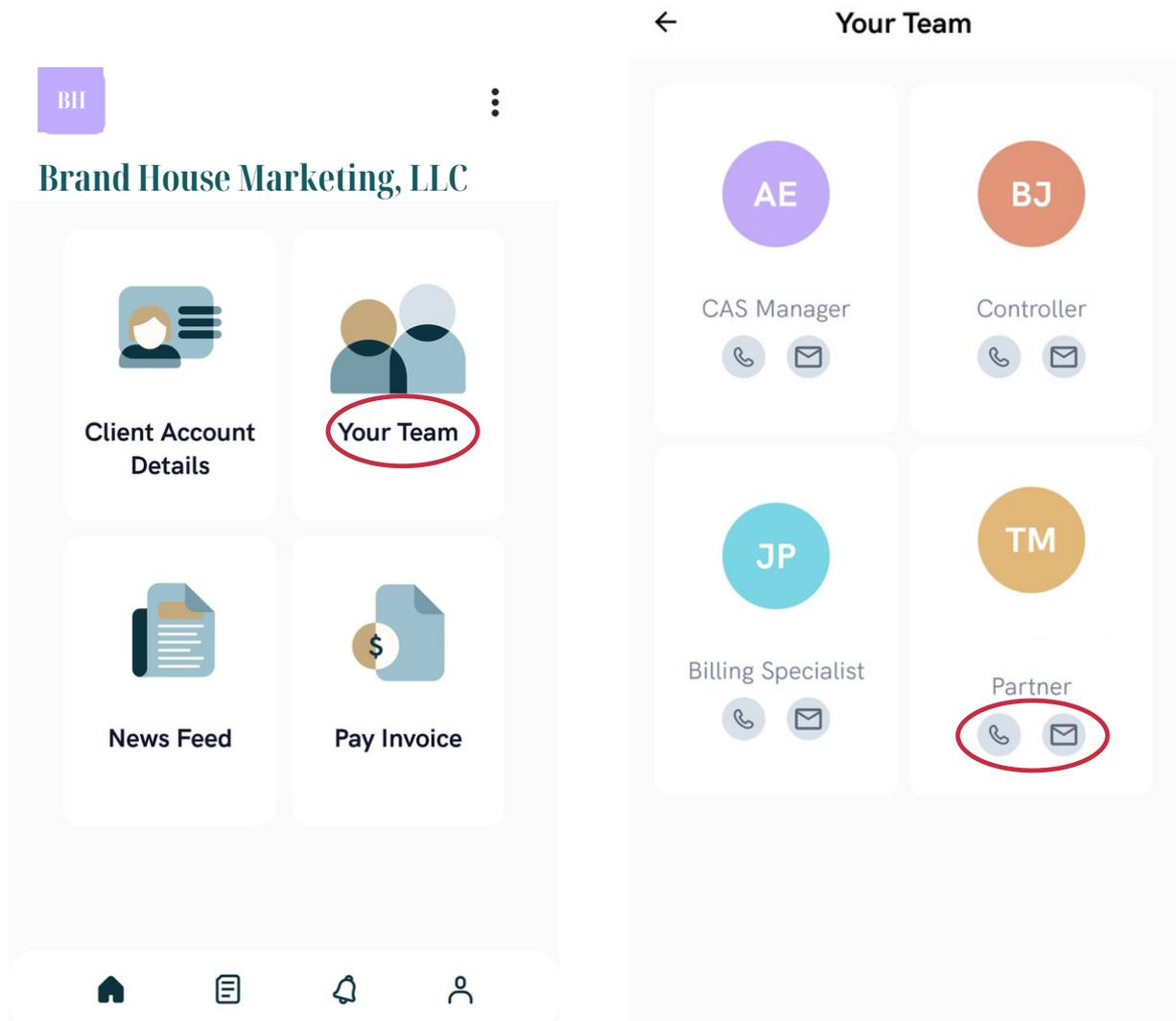
- Where you can check and update info about your account
- Client ID, Account Name, Address, and Contact Information
- Select "Update Account Details" for changes you want to apply



MBE CPA APP FEATURES

YOUR TEAM

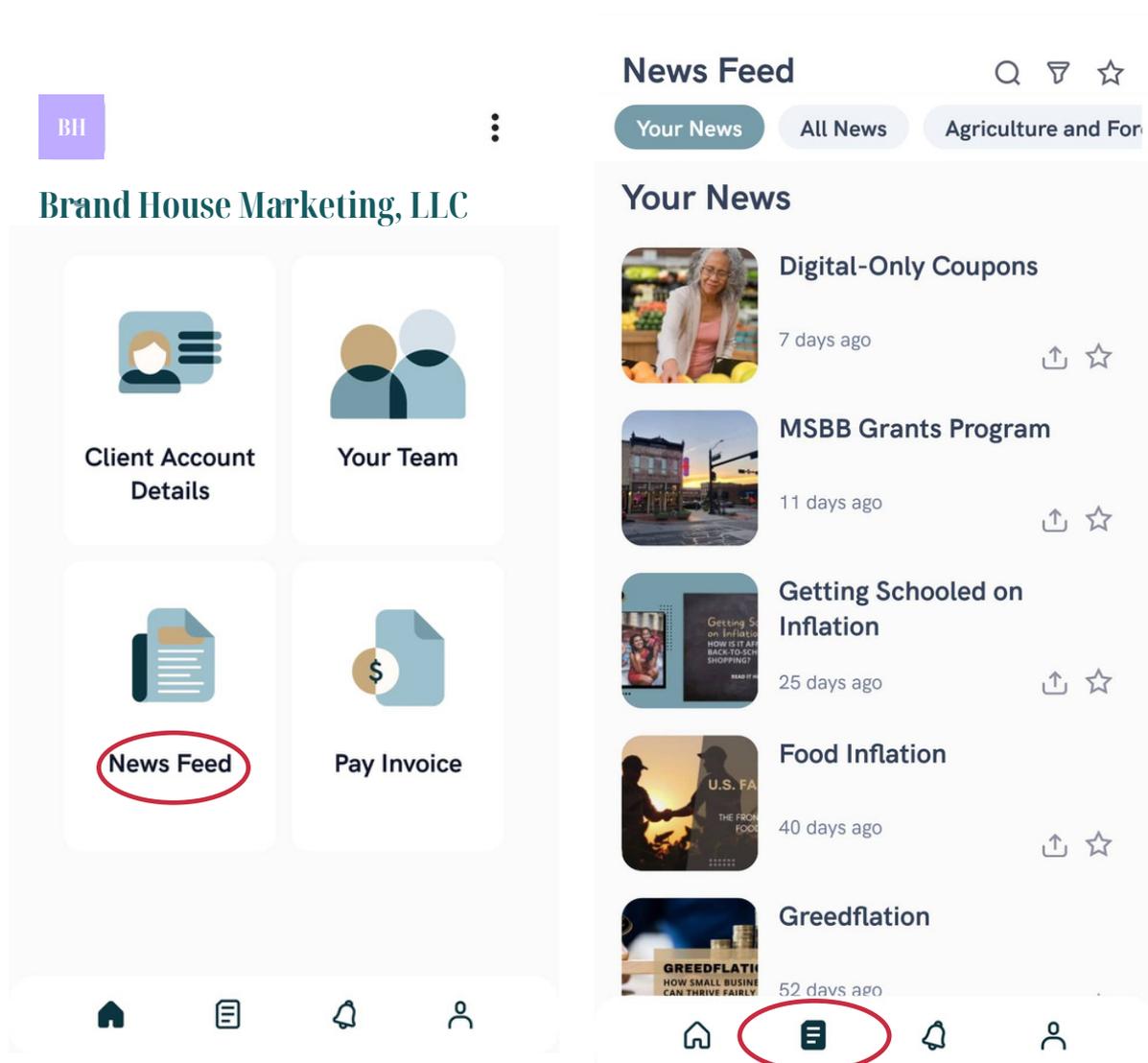
- Where you can easily connect to your MBE Service Team through call or email



MBE CPA APP FEATURES

NEWS FEED

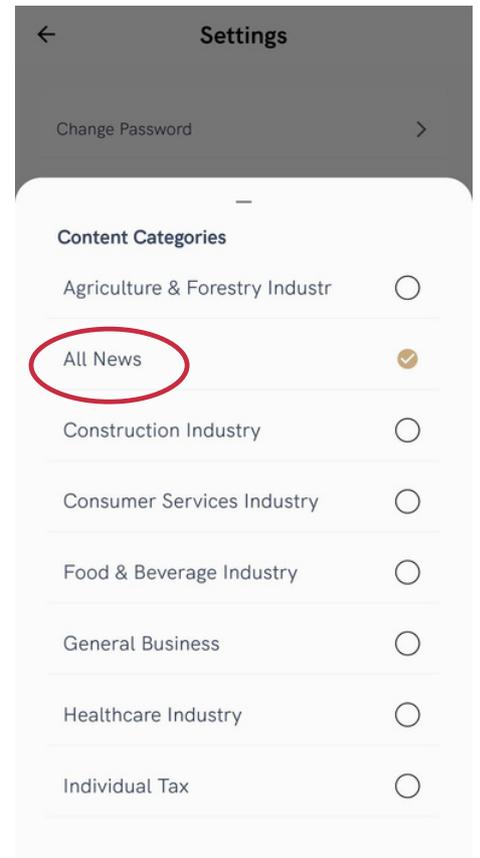
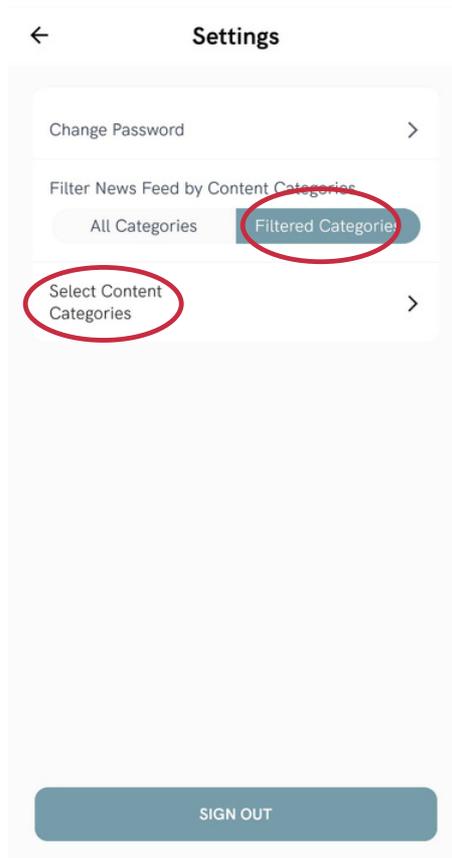
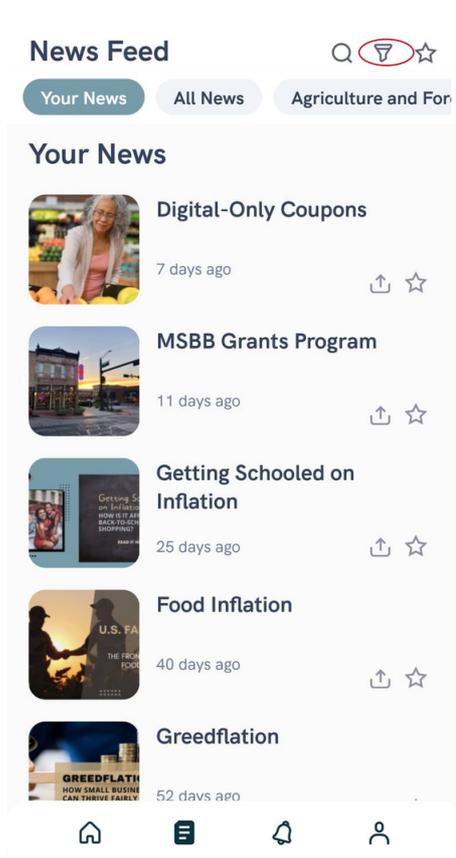
- Where you can catch on the latest news and tips on different industries that can affect your business
- You can customize the feed based on your interests on specific industries and niche
- You can share helpful articles to your friends across different platforms



HOW TO NAVIGATE THE NEWS FEED

FILTER NEWS BY CATEGORY

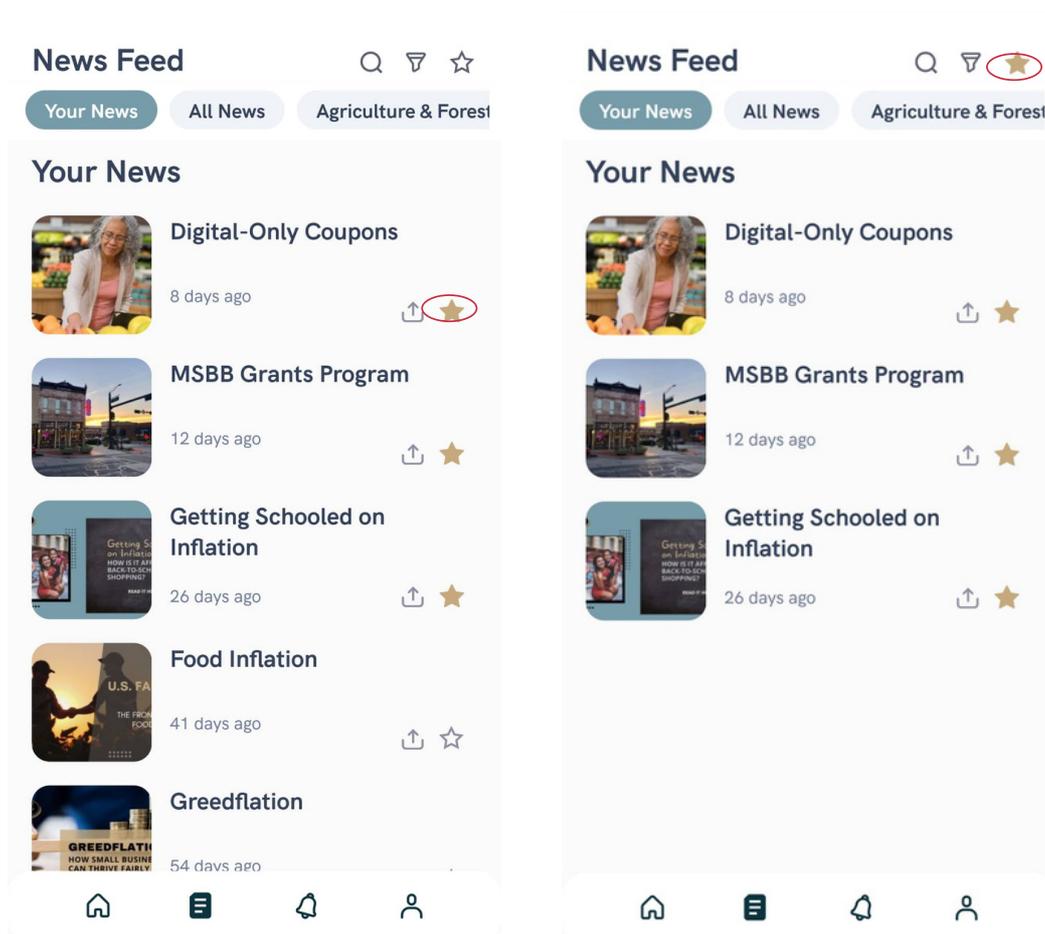
1. Select the Filter Icon (🗑️) on the top right corner of the screen
2. Select Filtered Categories tab
3. Choose "Select Content Categories"
4. Select the news categories you want to see on your feed
5. Return to the News Feed tab and see the articles filtered to your preference



HOW TO NAVIGATE THE NEWS FEED

FAVORITE NEWS

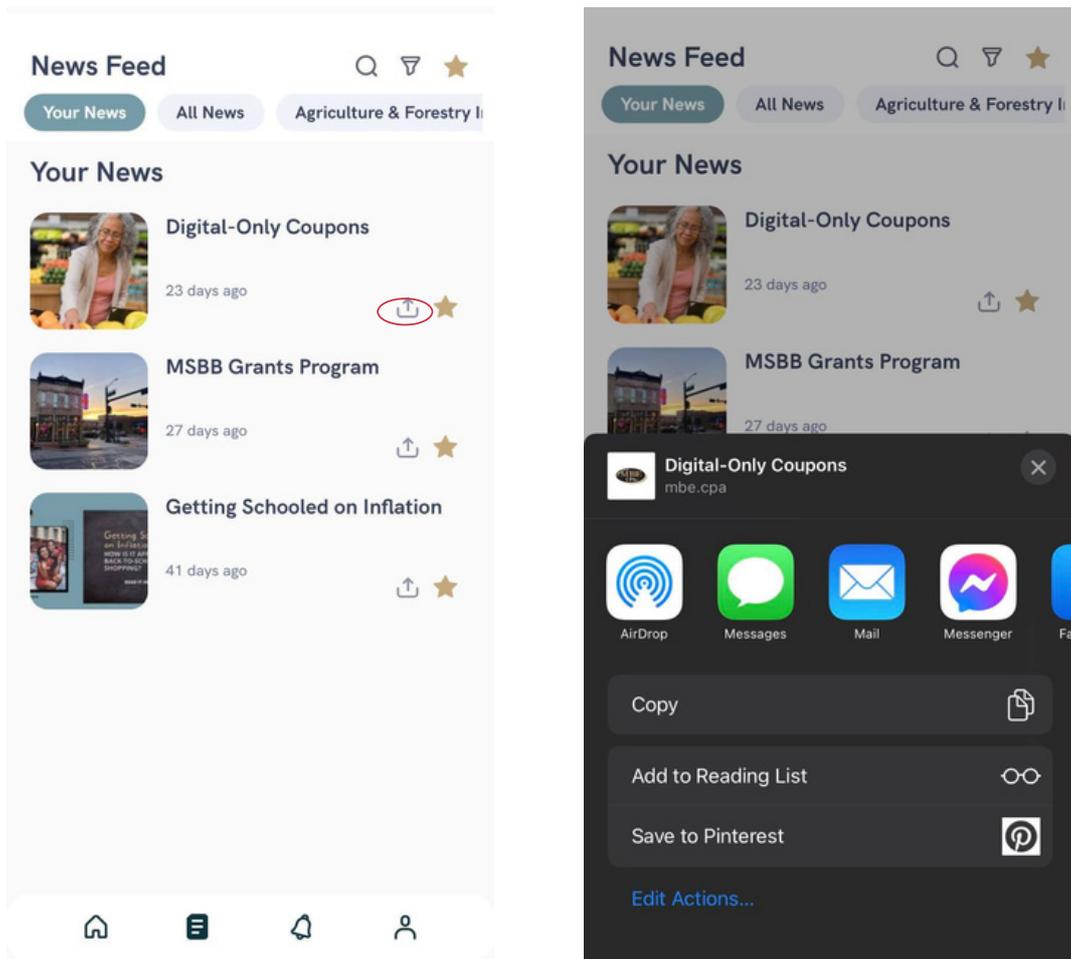
1. Select the Star Icon (★) on the right side of the news you liked
2. This will allow you to save it for future use
3. To view all your favorite news, click the Star Icon (★) on the top right corner of the screen



HOW TO NAVIGATE THE NEWS FEED

SHARE NEWS

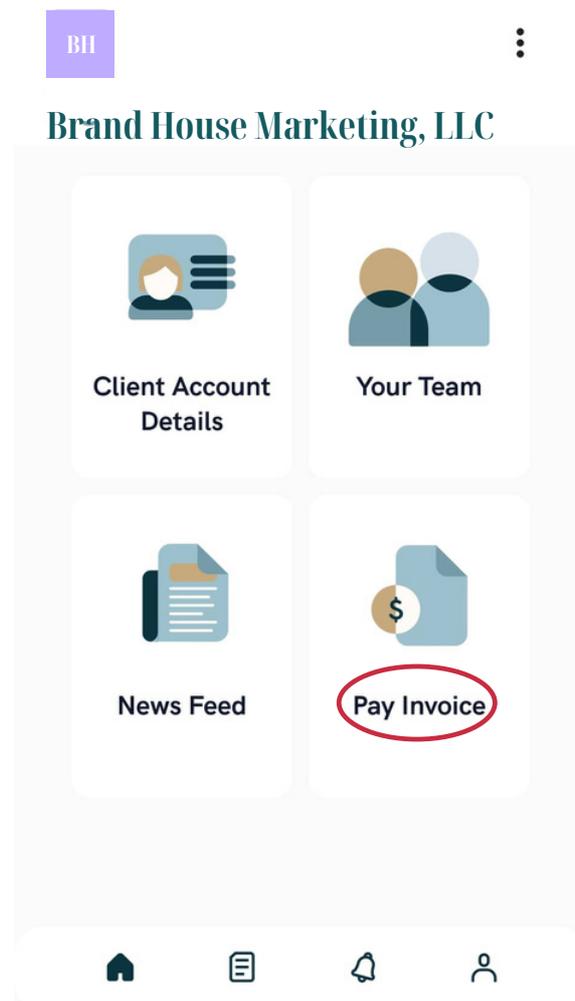
1. Select the Share Icon (↑) on the right side of the news you liked
2. This will allow you to share it to your contacts



MBE CPA APP FEATURES

PAY INVOICE

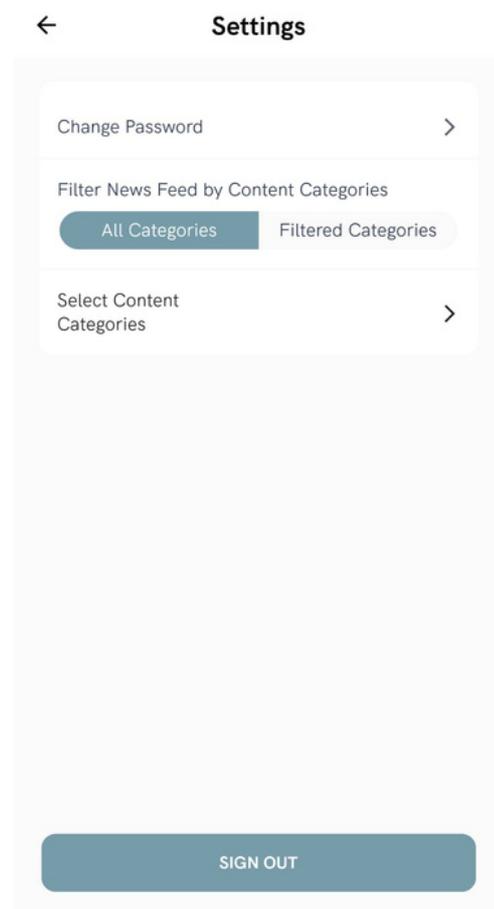
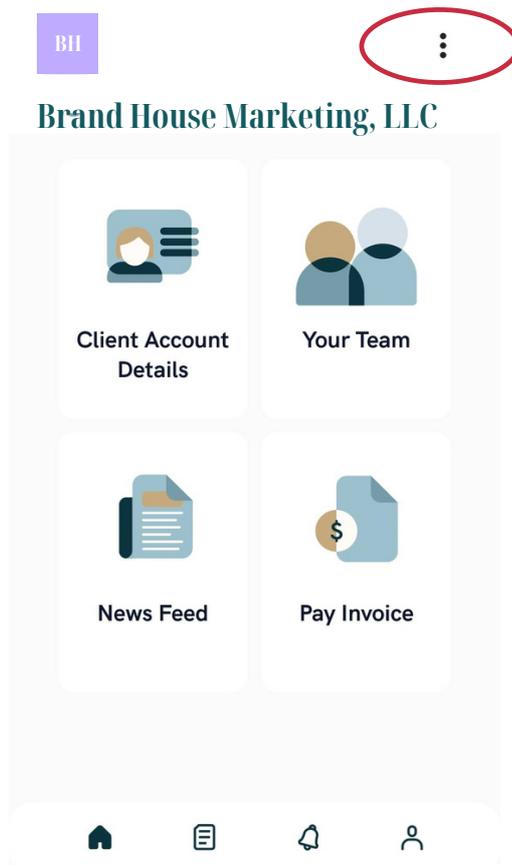
- Where you can make your payments through a secure gateway



HOW TO NAVIGATE SETTINGS

SETTINGS

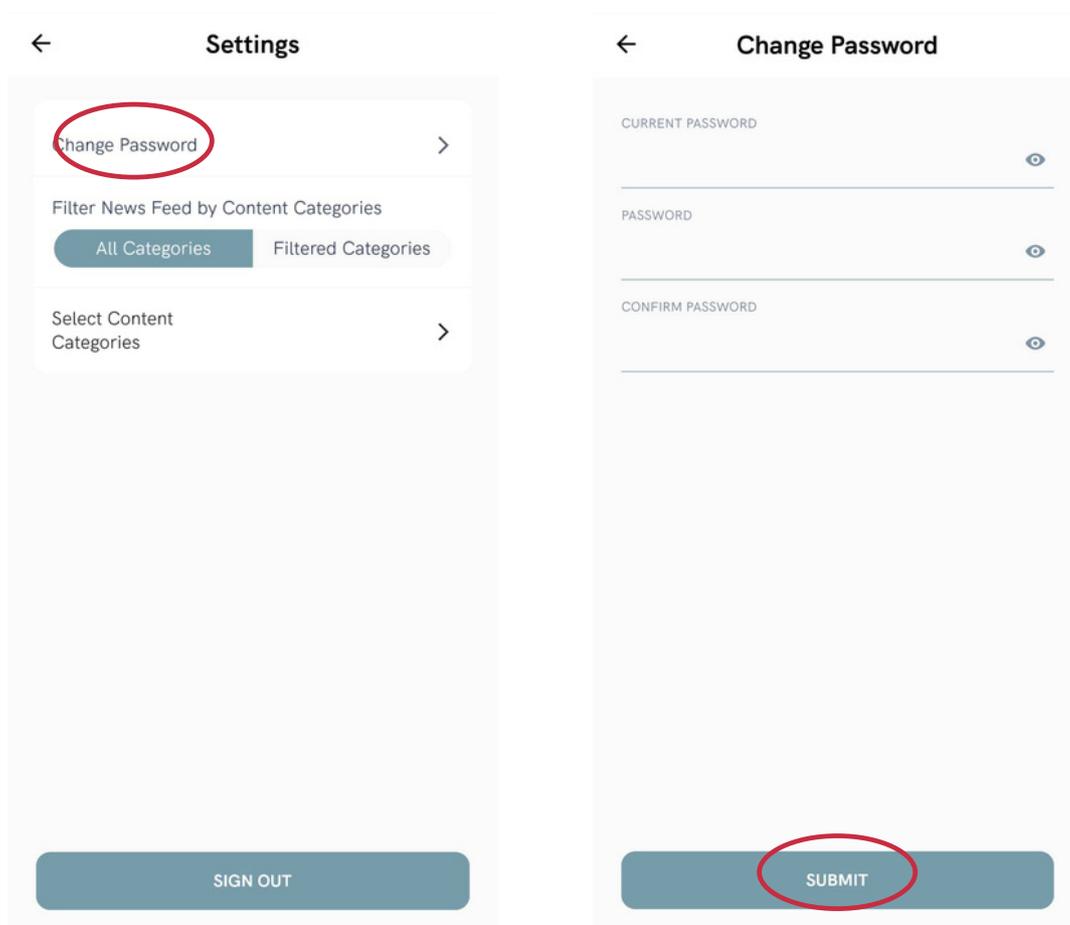
1. Select the Triple Dot Icon (⋮) on the top right corner of the screen to access settings
2. You will have 4 options:
 - (1) Change Password
 - (2) Filter News Feed
 - (3) Select News Category
 - (4) Sign Out



HOW TO NAVIGATE SETTINGS

CHANGE PASSWORD

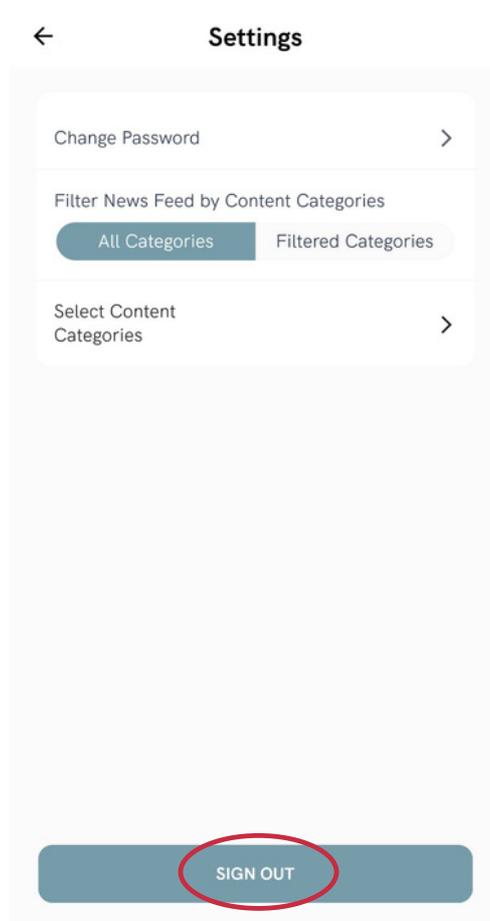
1. Select the "Change Password" on the settings page
2. To successfully change password, you have to provide:
 - (1) Current Password
 - (2) New Password
 - (3) New Password Confirmation
3. Select "Submit"



HOW TO NAVIGATE SETTINGS

SIGN OUT

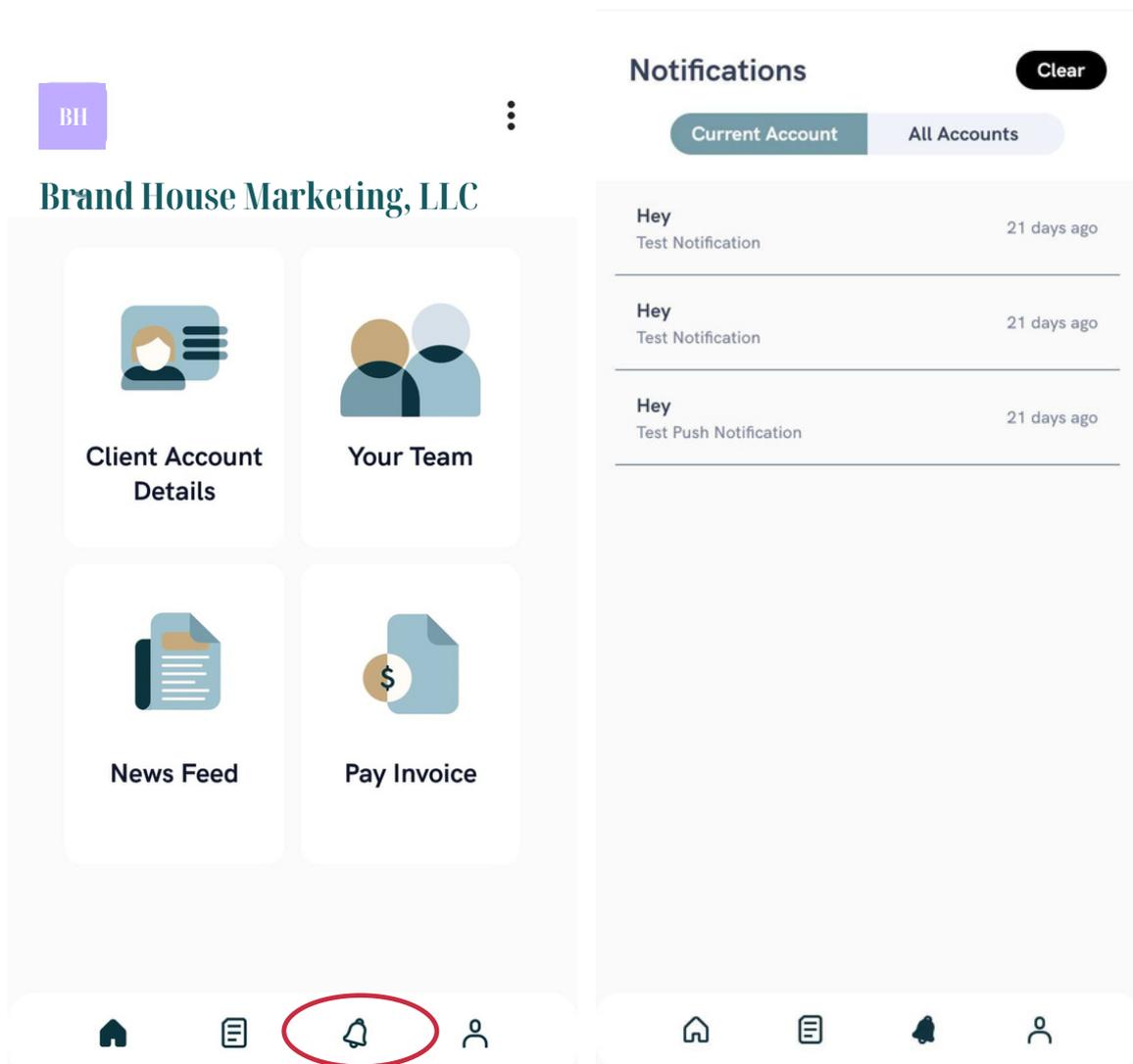
1. Click the "Sign Out" on the settings page



HOW TO NAVIGATE NOTIFICATIONS

ACCOUNT NOTIFICATIONS

1. Select the Bell Icon (🔔) to see all account notifications
2. Announcements, messages, and reminders related to your account will be sent here



HOW TO NAVIGATE BUSINESS ACCOUNTS

REQUEST ADDITIONAL ACCOUNT

1. Select the Account Icon (👤) to access your business account
2. Select "Request Additional Account" for an additional account
3. Provide required information
 - (1) Email Address
 - (2) New Account Name
 - (3) Description
4. Select "Submit"
5. Please wait for a MBE CPA notification regarding the approval of the request

