

Your trusted CPA firm now has an app!

SCAN QR CODE TO DOWNLOAD













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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"

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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	←
Welcome to	Register
MBE CPA	new account
EMAIL ADDRESS	EMAIL ADDRESS
PASSWORD	FULL NAME
Continue as Guest Forgot Password	BUSINESS NAME
	PASSWORD
	CONFIRM PASSWORD
SIGN IN	(REATE NEW ACCOUNT
CREATE NEW ACCOUN	



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 (a)

MBE	← Select Business
Welcome to	Q Search Account
MBE CPA	Brand House Marketing, LLC
EMAIL ADDRESS	
PASSWORD	
Continue as Guest Forgot Password	
CREATE NEW ACCOUNT	REQUEST ADDITIONAL ACCOUNT
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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.





HOW TO NAVIGATE BUSINESS ACCOUNTS

SELECTING BUSINESS ACCOUNT

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





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

		← Account Settings
BH :		Client ID 12345
Di anu nouse mai	Kung, LLU	Account Name Brand House Marketing, LLC
		Address Wisconsin
Chent Account	Your Team	Email user@brandhouse.marketing
Details		Additional Email
		Phone number 000-000-0000
	\$	Alt Phone number
News Feed	Pay Invoice	Phone 2
	r uj mielec	Fax
		Industry
A E	\$ ⁸	UPDATE ACCOUNT DETAILS



YOUR TEAM

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





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

News Fee	d	QPA	÷	Settings		÷	Settings	
Your News	All News	Agriculture and For						
Your New	S		Change P	assword	>	Change Pa	issword	>
	Digital-Only	v Coupons	Filter Nev	vs Feed by Content Cotego Categories Filtered (xies Categorie	Content	 Categories	
	7 days ago	☆ ☆	Select Co Categorie	untent es	>	Agricult	ure & Forestry Industr	0
The Party	MSBB Gran	ts Program				All News	5	0
	11 days ago	☆ ☆				Constru	ction Industry	\circ
Getting Sc on Inflatio HOW IS IT APP	Getting Sch Inflation	ooled on				Consum	er Services Industry	0
NT SHOPPING	25 days ago	☆ ☆				Food &	Beverage Industry	0
U.S. FA	Food Inflati	on				General	Business	\bigcirc
THE FROM FOOD	40 days ago	☆ ♪				General	Business	\bigcirc
	Greedflatio	n				Healthca	are Industry	\bigcirc
GREEDFLATH HOW SMALL BUSINE CAN THRIVE FAIRLY	52 davs ago					Individu	al Tax	0
ഹ	8	Q ~		SIGN OUT				



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 (1) on the top right corner of the screen





HOW TO NAVIGATE THE NEWS FEED

SHARE NEWS

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





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"

← Settings	← Change Password
thange Password	CURRENT PASSWORD
Filter News Feed by Content Categories All Categories Filtered Categories	PASSWORD
Select Content Categories	CONFIRM PASSWORD
SIGN OUT	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 (a) to see all account notifications
- 2. Announcements, messages, and reminders related to your account will be sent here

PH	:	Notifications	Clear
DII	·	Current Acc	ount All Accounts
Brand House Mar	rketing, LLC	Hey Test Notification	21 days ago
		Hey Test Notification	21 days ago
Client Account	Your Team	Hey Test Push Notification	21 days ago
Details			
	\$		
News Feed	Pay Invoice		
A E (<u>م</u> ۴	â	3 4 4



HOW TO NAVIGATE BUSINESS ACCOUNTS

REQUEST ADDITIONAL ACCOUNT

- 1. Select the Account Icon (A) 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

	•	← Select Business	← Select Business
Brand House Mar	: rketing, LLC	Q Search Account	Q Search Account
Client Account Details	Your Team	BH Brand House Marketing, LLC	
News Feed	¢ Pay Invoice		Request Account Access EMAIL ADDRESS NEW ACCOUNT NAME DESCRIPTION
		REQUES ADDITIONAL CCOUNT	SUBMIT
▲ 🗉	\$ <u>^</u>	Ω E \$ ≜	