

# How to add HSPlus to Hubdoc

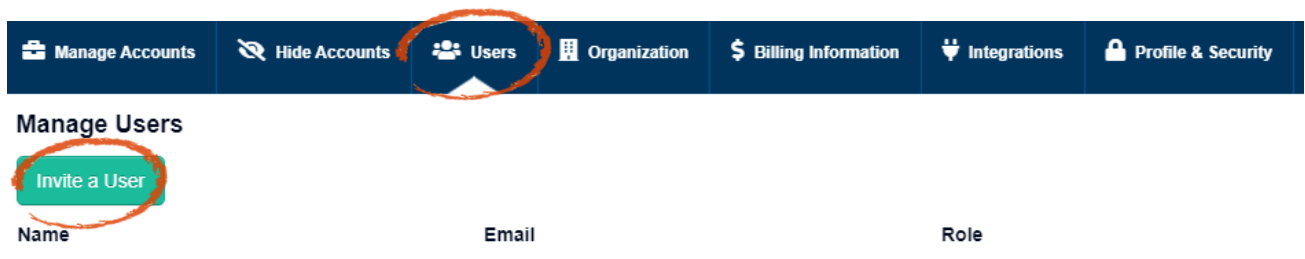


The following steps will provide your HSPlus Advisor with full access your Hubdoc account:

1. Once logged in to your Hubdoc account, select the Settings icon in the top right corner:



2. From the 'Users' tab, select 'Invite a User':



3. Enter 'subscriptions@hsaccountants.com.au' as the 'User Email Address' and 'give them access to' Accountant/Bookkeeper permissions.
4. 'Send Invite' and you are done! Your HSPlus Advisor now has full access to your Hubdoc file.

*If you require any assistance updating your Hubdoc user permissions, please do not hesitate to contact your HSPlus Advisor.*

