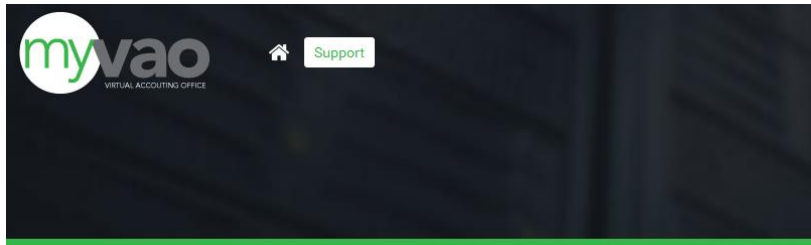


Using MyVAO from a PC Running Windows 7 or later

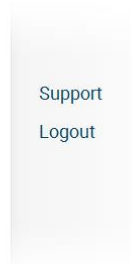
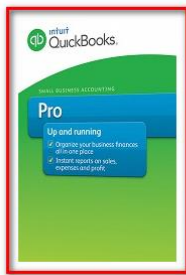
Document prepared by Dawson and Associates
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Accessing MyVAO

1. Open a web browser and log into your MyVAO web portal at <https://vao.myvao.com>. Click on the QuickBooks box.



Login - myVAO QuickBooks



2. If a 'File Download' prompt appears, click 'Open'.

You can also save the 'MyVAO Version.RDP' shortcut to your desktop for quicker access

Do you want to open or save MyVAO.rdp (2.05 KB) from vao.myvao.com?

Open

Save

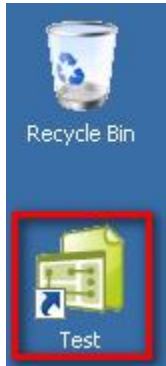
Cancel



3. Put a check mark in the "Don't ask me again for remote connections to this computer" option and click on 'Connect'.



4. After successful login you will be able to use QuickBooks by opening the highlighted file shown in the image below (Your QB filename will replace the 'Test' filename).



5. To exit your session, close QuickBooks and then click the 'Start' button in the lower left corner. Click on the icon of the person in a circle. Then click on 'Sign out'.

