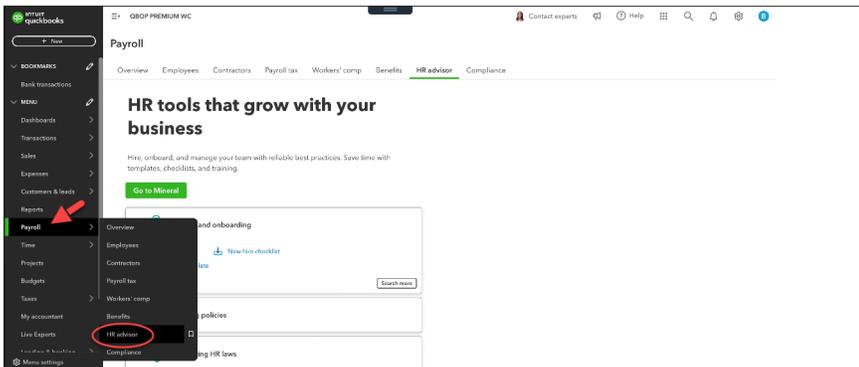


Navigating Intuit Quickbooks: Your Guide to Accessing HR Resources

A simple, step-by-step process on how to view your HR Resources in the Intuit QuickBooks Online Payroll platform

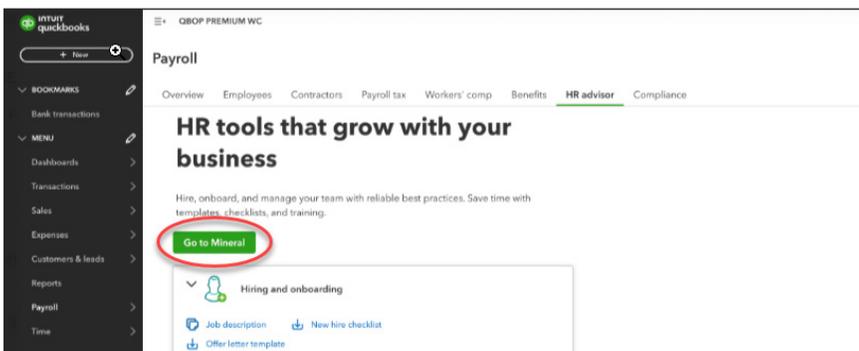
First, log into the **Quickbooks platform**.

On the left side of the screen, hover over **"Payroll"** to reveal a drop-down list.



Next, click HR advisor on the drop-down.

Click the **"Go to Mineral"** button to be taken to Mineral's homepage, or access any of the shortcut links below.



From here, you will locate resources for:

- Hiring and onboarding
- Creating an employee handbook (Setting Policies)
- Staying up to date on changing laws and policies (Following HR laws)
- And more!

About Mineral

Trusted by more than 1 million companies, Mineral combines data, technology, and human expertise to take the guesswork out of HR and compliance. Partnering with insurance brokers, PEOs and HCMs, Mineral has built the largest HR community in the U.S. Mineral was formerly known as ThinkHR and Mammoth. Learn more: trustmineral.com. ©2024 Mineral, Inc. MIN_IntuitxMineral-TM-5-21-2024-PDF