Appendix B explains how to cancel your subscription to QuickBooks Online Essentials Edition if you have given Intuit your credit card information.

1. Sign in to your company at https://qbo.intuit.com if you are not signed on.

2. On the top right of your screen, click on and then click on “Your Account.”

3. Click on Update Credit Card. (click the "gear" icon if you don't see this option.)

4. In the “Subscription Status” section, click on the Cancel Subscription link.

5. Follow the on-screen prompts to complete the rest of the cancellation process.