

West Virginia Board of Accountancy

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Jim Justice, Governor

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Brenda S. Turley, Executive Director

May 3, 2018

Re: Individual Authorization Renewal Instructions

We recommend that you use either Internet Explorer or Google Chrome as your browser to log in to the Individual License Renewal Form.

The Renewal Form will time out if left on the screen during a period of inactivity (usually about one hour). Therefore, we recommend that you either continue the form in one sitting or be sure to hit the SAVE FOR LATER feature, so that the information you may have already completed is saved. Once you click SAVE FOR LATER, you will need to log back into to finish your saved form.

Go to: <https://www.boa.wv.gov/> Then select CPA License > Renewal > CPA Authorization Renewal Form

Please remember that you are **required** to answer any question with an **asterisk (*)** beside it and the system will prompt you if you overlook a question.

Login

To enter the online renewal system, login below.

Last Name*	Last 4 digits of your SSN*	License Number*	Personal Email*
<input type="text"/>	<input type="text" value="####"/>	<input type="text" value="WV00 ____"/>	<input type="text" value="user@domain.com"/>

[Submit & Continue](#)

First, you will need the following information to log in:

1. Your Last Name Only - do not include suffixes such as Jr., Sr., III, etc.;
2. Last Four digits of your Social Security Number;
3. Your License number - Use the WV and leading zeros, for example, WV001355, WV000355 - the leading WV with 6 digits including leading zeros); and
4. Your e-mail address of record - This address will be the one recorded in the data system with the employment address. If you wish your home e-mail address to be the address for which communications from the Board are sent, then your home e-mail address must be recorded in the business e-mail field.

Please call the board office if you have problems with the log-in procedure. (304) 558-3557

Save For Later feature

After you complete the first page of the form, you may select **Save for Later** and your form will be saved for your next log-in. When you log back in, you will need to CONTINUE through the pages until you come to the last question you answered.

Do **not hit your browser's BACK button** as you progress through the renewal pages. If you must change an answer on a previous page, click EXIT (at the bottom of the page) and come back into the renewal form or SAVE FOR LATER and correct it as you progress through the pages.

Page 1 - Renewal Option

Renew CPA Authorization Renewal - Active Status

Choose "YES" if you wish to renew your individual authorization to perform attest/compilation services as an individual practitioner for the upcoming fiscal period of July 1 to June 30. You will be taken to a screen with your individual authorization information.

Choose "NO" if you do not wish to renew.

A "NO" answer will take you directly to a CERTIFY page requiring you to attest that the information you are submitting is true and correct. Check mark that you agree, choose SUBMIT and CONTINUE. The next page will indicate that you have submitted your information successfully and allow you to create an ADOBE file of your renewal for download and save or print. A "NO" answer will change your authorization status to INACTIVE once it is approved in the system.

Page 2 - Individual Authorization Information

Informational section only - this section will indicate the name, license number and the current expiration date that the Board has on record.

Personal Information

This section will give you the opportunity to change your name, address, business address, and contact information such as phone, fax and e-mail address. The e-mail address you indicate as the business e-mail will be considered the "email address of record" and the information you will use to log in to any forms for which you have access.

Name change

In order to change your name in the online system, you will need to upload a copy of the legal document that changed your name. Please provide in Adobe .pdf format as indicated below.

- ◆ Changed by Court Order provide a scanned Adobe file of the court document that allowed your name to change.
- ◆ Changed due to Marriage provide a scanned Adobe file of an official Marriage Certificate.
- ◆ Changed due to Divorce provide a scanned Adobe file of the first page indicating the Civil Action number and the page which indicates your name change. (Please do not provide the entire document.)

Title Change: You may indicate any new titles or designations that you wish to make public. (e.g., PhD, CFE, etc.)

Contact Information change: If your home address, phone, fax, or e-mail are different than that shown on your record on the screen, you are given the opportunity to change it here. Since this is a new system, the Board requests that you review the COUNTY information and correct any errors in the home and/or business counties.

Business Contact Information: If your business address, phone, fax, or e-mail are different than that shown on the screen, you are given the opportunity to change it here. Since this is a new system, the Board requests that you review the COUNTY information and correct any errors in the home and/or business counties.

You will also be given the opportunity to indicate where you wish correspondence via the U.S. Postal Service to be mailed - home or business. **The public address is the address that will be shown through the online verification system.** Please choose carefully, as this will be considered your public address for any printed roster of licensees, etc. (You may not choose Business Address if you do not have a business address. In that case, Board staff will change the setting to your home address.)

Page 3 - Other Licenses

The first box indicates the states that have previously been reported to the Board. The next box will contain the same information, but allow you to add or remove states, if applicable. The information in the second box will then become the states on record.

Race/Ethnicity

Choose from the choices in the drop-down menu.

Eligibility Questions

Answer all questions truthfully. You will be given an opportunity to explain any YES answers to questions 1 through 4 once you finish this page.

Page 4 - Explanations

This page will allow you to provide an explanation to YES answers to questions 2 through 4. If you did not answer YES to these questions, then the Explanations page will not queue.

Page 5 - Child Support Questions

Page 6 - Certify - Check mark the box to attest that you are providing true and correct information.

Page 7 - Payment Page

State government requires all credit card transactions for renewals to be processed through the State Treasurer's Office. Please be sure to:

- ◆ Fill in all information. The Company/Employer name is not required unless you are using a company card.
- ◆ Complete all fields, including the Card Holder's Name field. This name should be exactly as indicated on your credit card.
- ◆ Fill in a phone number and the e-mail address for which you wish the receipt to be sent.

- ◆ Choose the correct card from the drop-down listing (VISA, Master Card, Discover, or American Express).
- ◆ Include the CVV code in the correct field.
- ◆ Indicate the correct expiration date.

You will receive a payment receipt from the State Treasurer's Office via the e-mail address you indicated on the Payment Page.

****IMPORTANT****

Be sure to click the CONTINUE button at the bottom of the Successful Payment page. The Payment process for the renewal form is managed by the West Virginia State Treasurer's Office. It is therefore very important for you to hit the CONTINUE button at the bottom of the Successful Payment page so that your payment record will be transferred back to the Board's site. This will allow you to create an Adobe file which contains the answers you provided on your form. It will also allow our system to post your payment to your record on the Board's site. If you fail to click the CONTINUE button, your payment may go through at the Treasurer's office, but it will not post to the Board's site and you will not be given credit for the payment -- (at least not until you notify Board staff and we manually enter the payment).

Page 9 - Receipt Page - Print the receipt and download a .pdf of the renewal information you submitted.

Please allow Board staff a minimum of two days to approve your online renewal – longer after a holiday weekend. Once approved, you will be allowed to log back in to your record and print your license card.

Please feel free to call or write the Board office if you have questions or experience any difficulties.
(304) 558-3557 wvboa@mail.wvnet.edu

****CPE Compliance** - You are not eligible to renew your license for the period beginning July 1, 2018 through June 30, 2019, until CPE compliance for calendar year 2017 has been established and a compliance letter has been received.