

# West Virginia Board of Accountancy

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## Re: WV Firm Permit with Authorization Renewal Procedures

This renewal is intended for firms located in West Virginia who perform attest and/or compilation services. If your firm does not perform these services, you will need to use the appropriate Firm Permit Renewal. If your firm is located out-of-state, there is a form specifically for out-of-state firms.

**\*\*We strongly recommend that you use either Internet Explorer or Google Chrome as your browser to log in to the Firm Permit Renewal Form\*\***

The Renewal Form will time out if left on 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 in to finish your saved form.

The link to the In State Firm Permit Renewal with Authorization Form is:  
<https://www.boa.wv.gov/renewals/firms/auth/index.asp>

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

### Login

To enter the online renewal system, login below.

Firm License Number:\*

Password:\*

Submit & Continue

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

1. Your Firm Number: FO\*\*\*
2. Your Password \*

**\*\*Firm Contacts are encouraged to contact the Board office to change the firm's password to something more complex. Please remember that the firm number, with the password, will allow you, as firm contact, and anyone else with that information, to renew the firm's permit, change the firm's address, and pay for the firm's licensee's renewals. Contact Board staff at (304) 558-3557.**