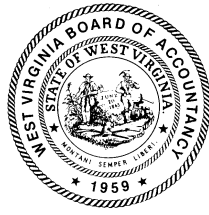


**West Virginia
Board of Accountancy**

405 Capitol Street, Suite 908
Charleston, West Virginia 25301-1744



Board Members:
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Robin M. Baylous, CPA - Vice President
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Jim Justice, Governor

Brenda S. Turley, Executive Director

Re: How to Print Your Firm and Authorization Permits After Renewal

Please allow Board staff approximately two days after you renew your permits to approve them before attempting to print your permits.

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

Go to <https://www.boa.wv.gov/>

Then Click on: **Firms > Renewal > Print Permit/Authorization**

Your log-in screen will appear as follows:

While you are in the form please do **not** use the back button in your browser. If at any time you wish to exit the form, please click the "Exit" button located at the bottom of the page.

Login

To print your firm permit (and authorization, if applicable), please use your firm log in below.

Firm License Number*

Password*

[▶ Submit & Continue](#)

1. Your Firm Number: FO***
2. Your Password (if you do not remember your password, please contact the Board office at 304-558-3557 for assistance.

(Continued Next Page)

After log-in, select the PRINT button for FIRM PERMIT. Your firm permit will be created and printed to an Adobe file. You may print it directly from this file, save the Adobe file for your records, or both. Select the PRINT button for AUTHORIZATION (if applicable), and you may again print your permit directly from this file, save the Adobe file for your records, or both.

If you have problems with this procedure, please call the Board office at (304) 558-3557.