

# West Virginia Board of Accountancy

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

Jim Justice, Governor



**Board Members:**  
Horace W. Emery, CPA - President  
Richard A. Riley, Jr., CPA, PhD, CFF, CFE - Vice President  
Theodore A. Lopez, CPA - Secretary  
Jean A. Bailey, Public Member - Assistant Secretary  
Joseph T. Holley, CPA  
Harold B. Davis, CPA  
Robin M. Baylous, CPA

Brenda S. Turley, Executive Director

## Re: How to Print Your License Card After Renewal

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

Board staff recommends that you use either Internet Explorer or Google Chrome as your browser to log in to the License Renewal Form.

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

Then Click on: **CPA License > Renewal > Print License/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 enter the online change of information form, 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](#)

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; 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.

(Continued Next Page)

After log-in, select the PRINT LICENSE button. Your license 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.

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