CPE Audit Service New User Registration

After the Board agrees to participate in the CPE Audit Service, as licenses are added to the application, CPAs will receive an e-mail or a letter in the mail with Account Registration information included. CPAs should have the letter in hand along with their license number, to register their account.

- The CPA will navigate to https://cpeauditservice.nasba.org/register to register their account.

  ![Registration Form]

  - The CPA will enter in the e-mail address they want to use for their account username, the registration code from the e-mail/letter received and the last 4 digits of their license number.
  - The CPA will choose the Submit button.

  ![Activation Email]

  - An Account Activation e-mail will be sent to the e-mail address provided and will be from noreply@nasba.org.
    - The CPA will want to ensure that this e-mail address is whitelisted in their email account so that e-mails are not blocked or sent to SPAM/Junk folders.
The user chooses the **Activate Account** button from the e-mail body.

The user is directed to the Account Creation page in OKTA to set up their new password and multifactor authentication phone number (MFA).
Welcome to NASBA - Preview, District of Columbia!
Create your NASBA - Preview account

Enter new password

Password requirements:
- At least 10 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 24 passwords

Repeat new password

Add a phone number for resetting your password or unlocking your account using SMS (optional)
Phone can send you a text message with a recovery code. This feature is useful when you don’t have access to your email.

Add Phone Number

Click a picture to choose a security image
Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.
The user enters in their password in the Enter New Password and Repeat new password fields.

The user clicks the Add Phone Number button to add their phone number to receive texts when they reset their password.

The user chooses the Send Code button.

The user enters the code sent as a text in the Enter code field and chooses the Verify button.
The user chooses the **Done** button.

In the account creation page, this message is displayed in the SMS section of the screen.

The user chooses a security picture from the options provided, and then chooses the **Create My Account** button.

The user is prompted again to verify the saved credentials with MFA:
The user chooses the **Configure factor** button.

The user retypes their phone number in the Phone number field and chooses the **Send Code** button.
The user enters the code in the **Enter Code** field and chooses the **Verify** button.

The user is directed to the Application Dashboard for OKTA and can choose the **CPE Audit Service** tile to access the application:

Moving forward, the user may login with their new credentials through [https://cpeauditservice.nasba.org/](https://cpeauditservice.nasba.org/) or through [NASBA.org - Sign In (okta.com)](https://NASBA.org - Sign In (okta.com))