

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.





Account Registration


Welcome to the NASBA CPE Audit Service!

In order to register your account to begin using the service, refer to your account registration notice e-mail or letter. Also, refer to your Board issued license number.

These documents will allow you to provide the information below.

* Email address 

* Registration Code 

* Last 4 Characters of License Number 

- 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.

Account Registration

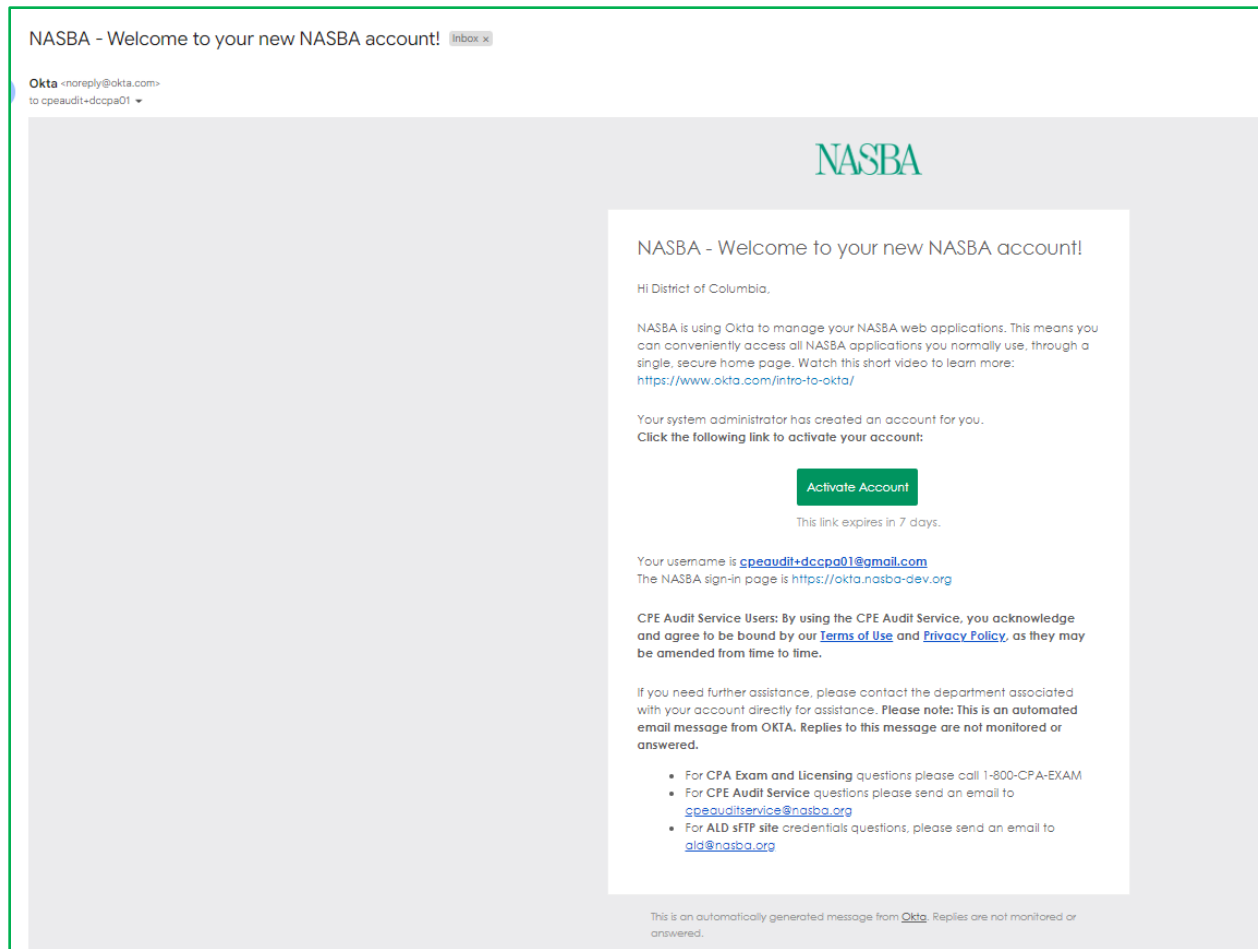
We need to verify the email address provided. We will send you an email with a link to set your password and continue with the registration process. If you did not receive an email, please retry the registration process.

Welcome to the NASBA CPE Audit Service!

In order to register your account to begin using the service, refer to your account registration notice e-mail or letter. Also, refer to your Board issued license number.

These documents will allow you to provide the information below.

- 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 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)

Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.



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.



Create My Account

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.

Forgot Password Text Message

Enter the phone number you'll use to receive codes via text message, then click Send Code to verify that it works.

Country/Region

Select the country/region where your phone is registered.

Phone number

Enter your number the way you normally dial it. Do not add your country code prefix.

Send Code

The user chooses the **Send Code** button.

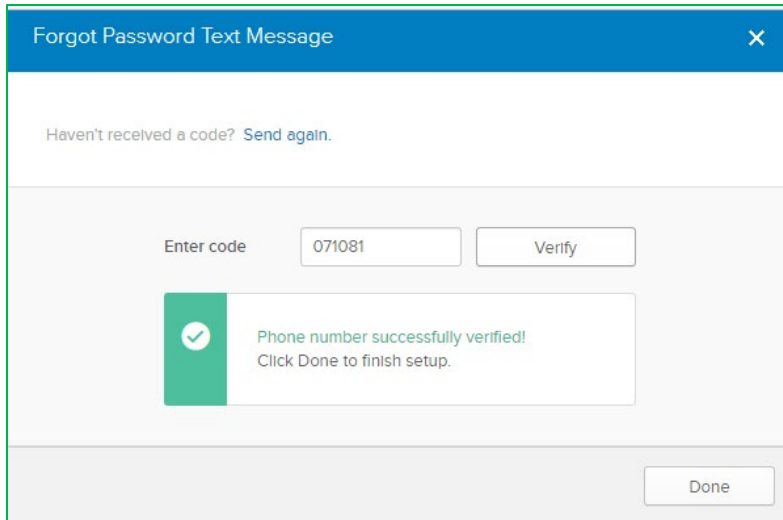
Forgot Password Text Message

Check your phone for the passcode and enter it below. Your message should arrive in less than a minute.

Enter code Verify

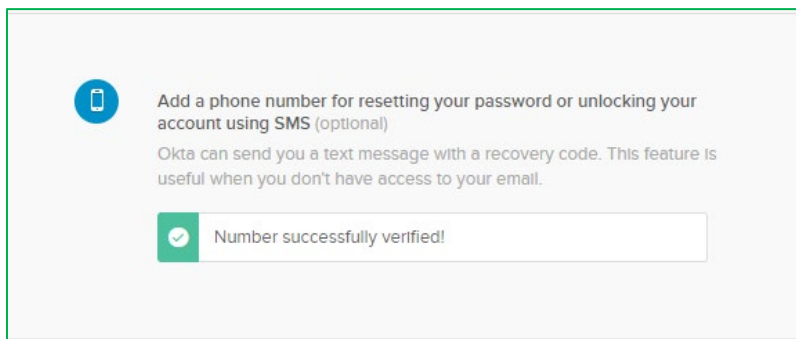
Back Done

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



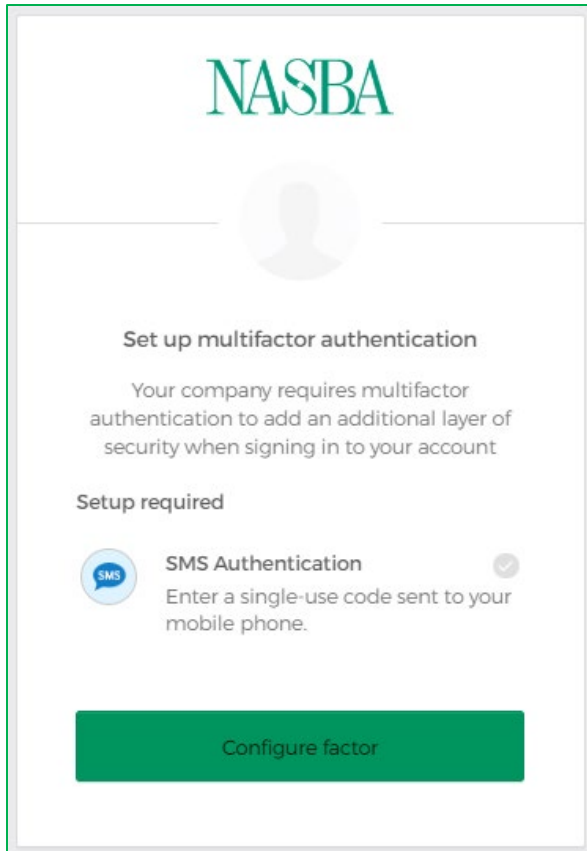
The user chooses the **Done** button.

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

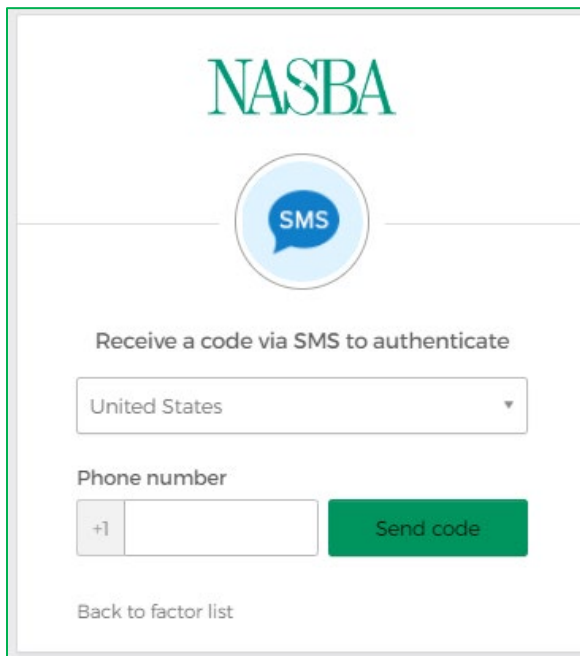


The user chooses a security picture from the options provided, and then chooses the **Create My Account** button.

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.

NASBA

SMS

Receive a code via SMS to authenticate

United States

Phone number

+1 6155642154 Sent

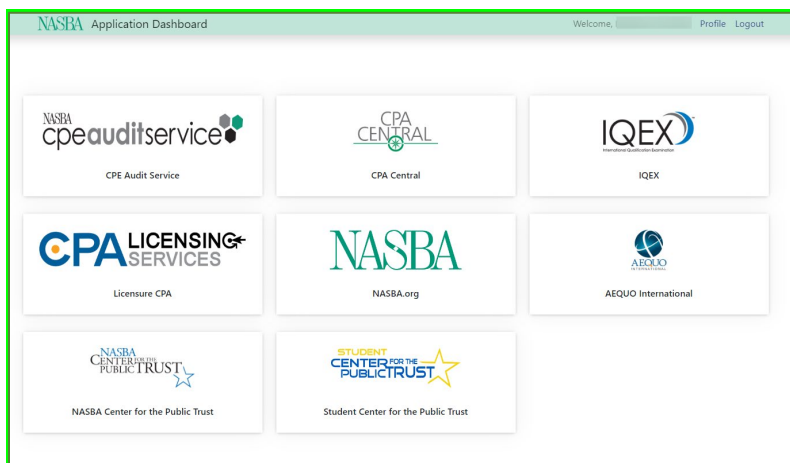
Enter Code

Verify

Back to factor list

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/> or through [NASBA.org - Sign In \(okta.com\)](https://nasba.org/sign-in)