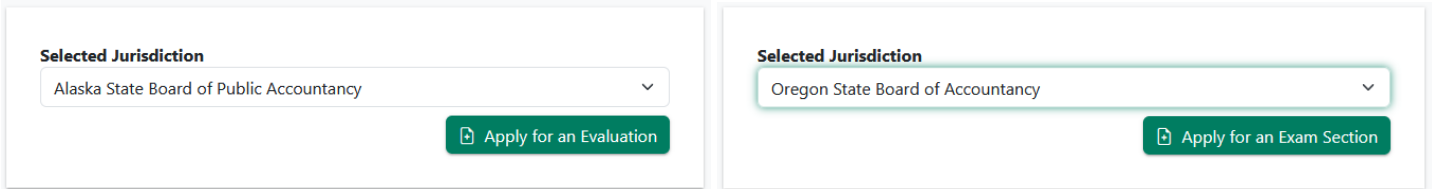


Your New CPA Portal and Features (<https://dashboard.nasba.org>)

Everyone should now be aware there is a new system which was launched on August 29<sup>th</sup>. This new system was brought online to assist with the future changes to the CPA Exam with Evolution happening later in the year. Here are some of the changes and features which will be available with the new system.

1) The application process has changed. Now there are Education Evaluation Applications and Exam Section Applications. First, you must be found eligible for the CPA Exam BEFORE you can even apply for exam sections. ALSO, you can only apply for one exam section per application. You can no longer have one NTS with all four sections.



HINT: The system is intuitive and will know if you should be at the Education Evaluation or Exam Section application stage. If you believe there is an error, please reach out to NASBA as we have found issues related to data migration which will require our assistance to resolve.

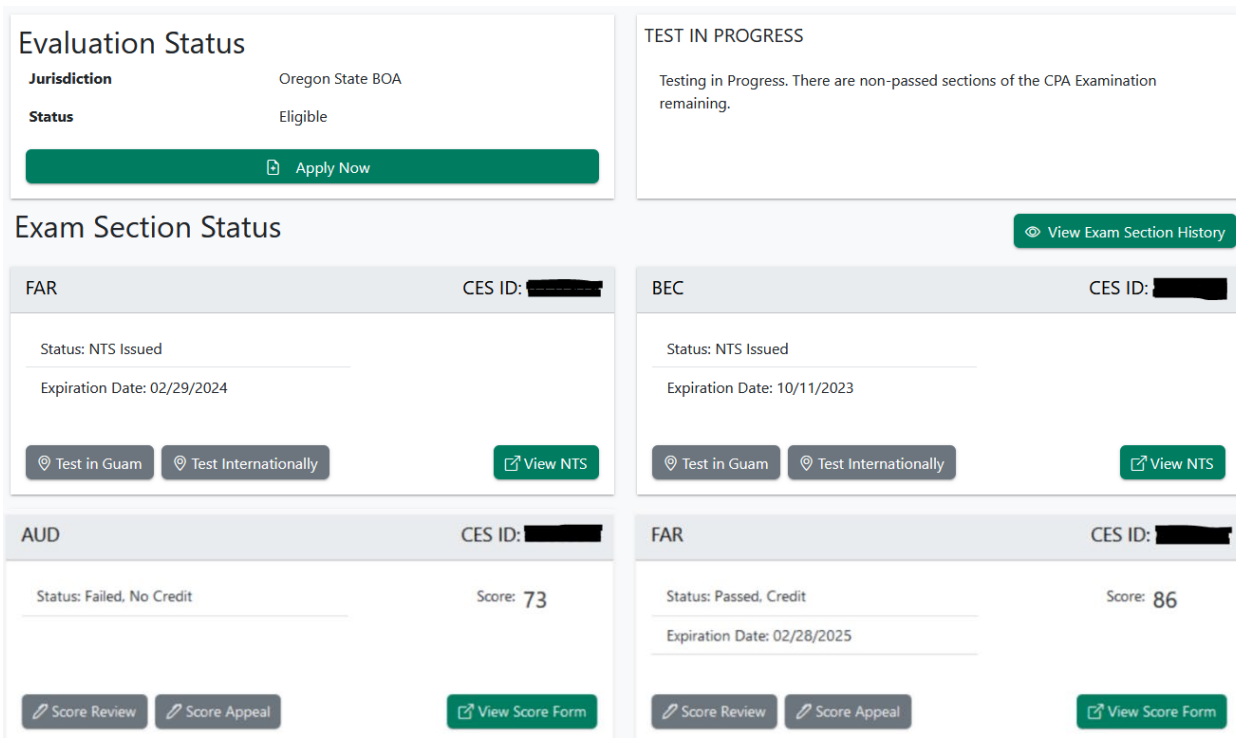
2) There are also changes to the way fees are paid. You still pay the same amount as you did previously, but due to the change in the way applications are processed you pay the fees at different steps in the process.

3) There is now only one system which you need to access. There is no longer CPA Central where you submit applications then NASBA CPA Candidate Account where you access your NTS, Score Notices, etc. Everything will be done through your CPA Portal.

Your home page will display all Notice to Schedules AND all Score notices (sorry CA, IL, MD, and TX candidates, you are still only able to get your scores from your state board's website):

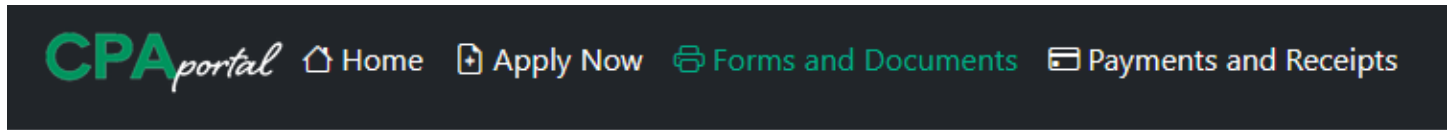
(yes, FAR is listed twice in this screenshot. Two photos were combined to show all the features)

You can see the ability to pay the Guam/International Administration Fees as well as the Score Review/Score Appeal functions. There is also a "View Exam Section History" button which will show the history of all sections applied for.



You may also notice that your Candidate Exam Section ID is listed on your homepage. This can assist when scheduling your exam appointments, but you will still be required to present your actual NTS at the testing center when going to take your exam. Also, you may try to schedule your exam appointment once you see this CES ID, however, if the “View NTS” button is not there, you will not be able to schedule your appointment as Prometric will not have your information.

5) You also have the ability to see “Forms and Documents” which were submitted to NASBA.



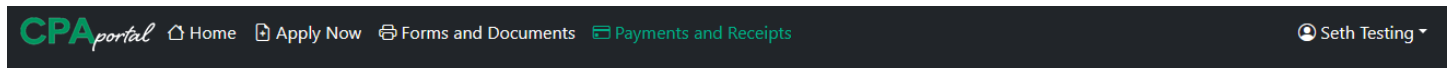
## Forms and Documents

The following section provides relevant documents or correspondence to your account.

This does not show what you listed on your application as documentation you will be submitting, it shows what NASBA has received AND uploaded to your account. All documentation must go through security checks before being manually uploaded to your account. You can use this as a tool to see what NASBA has matched to your application vs what we are still waiting on (e.g., If you listed five colleges on your application, and only see three listed here, we have not processed the two missing transcripts.) Also, you may find links for your state’s forms at <https://nasba.org/exams/cpaexam/>


HINT: Existing candidates, your information will not show here as it only shows what NASBA has uploaded into this new system. We still have your information, it’s just in your original application, so you would not be required to resubmit.

6) Your Payments and Receipts button will show any “Payments Due” which are specific to Non-Cpaes states who receive payment coupons and then your receipts for all payments which were made through the new system.



## Payments and Receipts

The following section displays pending payments as well as receipts.

Payments Due			
Details	Jurisdiction	Amount Due	Pay
 No data			

Receipts				
Details	Jurisdiction	Payment Date	Amount Paid	View
CPAES Exam Application Payment	Oregon State Board of Accountancy	08/28/2023	\$344.80	<a href="#">View Receipt</a>

HINT: Again, existing candidates will not have access to receipts from the old system here, this only reflects receipts created from payments in the new system.

## FAQ's

1) I am trying to apply for the Exam Section, but it requires me to submit an Education Evaluation.

A) This is possibly due to a data migration issue, contact NASBA for resolution.

2) I am trying to apply for the Education Evaluation, but the "Apply for an Evaluation" button is greyed out.

A) This is correct, you are selecting either a Jurisdiction which NASBA does not handle an Education Evaluation for (e.g., Florida), or it is not an active jurisdiction for which we are accepting Educational Evaluations for (e.g., IQEX Australia.)

3) When submitting the Education Evaluation Application and Exam Section Application there is a "Supporting Documentation" section. What do I need to submit?

A) This sections will show any required forms AND any additional forms which may be needed for the corresponding application. If you don't know what the form is referring to, you probably do not need to submit it as it probably does not pertain to you. If it's a required form, then you will not be able to proceed without uploading the form (we are aware of issues with forms submitted with your "Educational Evaluation Application" which are now also being required with the "Exam Section Application" and are working on those fixes.) Also, re-exam candidates will not be required to resubmit the documentation you already submitted with the original application; these are in your original application. You will not be able to see this information on the "Forms and Documents" tab in your CPA Portal as it was not uploaded into the new system.

4) I applied for the exam prior to the launch of the new system and was put at a "Migrate" status. What do I need to do now?

A) We have about 2,700 candidates who fall into this category. There will be manual steps which must be completed by NASBA to get your information migrated into the system correctly before you can complete the process in the new system. All candidates who fall into this category are currently being contacted with information on how to proceed.

5) I am attempting to update my information in the new system. What do I need to submit, and how long will it take for the update to be approved?

A) When updating your Name, Date of Birth, or Social Security number you will be required to upload supporting documentation of the change. These updates will be processed within 3 business days.

- Name - Copy of marriage certificate, copy of court documents changing your name, or copy of valid Government Issued ID/Passport
- Social Security Number - Copy of Social Security Card
- Date of Birth - Copy of valid Government Issued ID/Passport

**UPDATES TO YOUR NAME MUST BE COMPLETED AT LEAST 10 DAYS BEFORE A SCHEDULED EXAM APPOINTMENT TO ALLOW PROMETRIC TIME TO RECEIVE THE INFORMATION.**

**ANY CHANGES MADE WITHIN 10 DAYS BEFORE YOUR SCHEDULED APPOINTMENT WILL NOT BE UPDATED IN PROMETRIC'S SYSTEM AND YOUR NAME WILL NOT MATCH THE INFORMATION ON PROMETRIC'S ROSTER.**

All other updates will happen automatically and will reflect once you click on your home page and refresh.