

Licenses chosen for the annual CPE audit can choose one of the two following options for submitting the required documentation online.

### 1. Using the NASBA CPE Audit Service:

Go to: <https://cpeauditservice.nasba.org/cpa/login>

For first time users: Follow the instructions onscreen to create an account using the previously issued registration code. Please note you will need to contact NASBA if you are unable to locate your code.

CPA: [Account Registration/First Time Login](#)

Returning users: Sign in

The following videos can assist you with using the NASBA CPE Audit Service:

CPA: [Entering Credits](#)

CPA: [Compliance Report](#)

CPA: [Missing Information](#)

**If using the NASBA CPE Audit Service to respond, you must notify the Bureau of Education & Testing in writing.** Additionally, please remember to answer all questions within the NASBA CPE Audit Service correctly and click the “Submit for Audit” button.

### 2. Using the DBPR Online Services Portal:

Go to: <http://www.myfloridalicense.com/DBPR/certified-public-accounting/>

At the bottom of the page, click on Renew & Manage My License; then select Login & Manage My License

The screenshot displays the 'Getting Started With Certified Public Accounting' section of the DBPR Online Services Portal. It features three main navigation buttons: 'License Types', 'Apply For A License', and 'Renew & Manage My License'. Below these buttons is a list of links for various services, each preceded by a plus sign: '+ Firm Licensure', '+ Continuing Professional Education', '+ Annual CPE Audit 61H1-33.003(5)', '+ Renewing Your CPA License', '+ Reactivate a CPA License', '+ Request Inactive Status', '+ Voluntary Relinquishment Request', and '+ Name Change and/or Address Change'. At the bottom of the list is a prominent blue button labeled 'LOGIN & MANAGE MY LICENSE'.