

Instructions to renew multiple licenses

1. Each CPA must begin the renewal process by clicking on the "2010 Online License Renewal" link and completing all steps up to the "Edit and Certification" page. The CPA should then click on the "logout" button;
2. After each CPA renewing this year has completed step 1, the employee completing the renewal process on behalf of each CPA must click on the "2010 Online License Renewal" link and then key in the CPA's last name and the last 4 digits of the CPA's social security number;
3. The employee should then click on the "Renew another licensee" button to pay for additional renewals;
4. Then repeat step 2;
5. After all licensees are contained in the "hold queue" the employee must then click on the "Pay Now" link;
6. The employee then chooses one of the payment options presented and follows the instructions contained on the screen. **Be sure to PRINT the Receipt page.**

The renewal fee remains at **\$100** per licensee. **A pocket size license card will no longer be issued.** **No** additional fee(s) are being charged to use this service. The Board members decided that all costs associated with this service will be paid for out of any surplus funds the Board may have accumulated over the previous years. These surplus funds are not tax dollars from the state general fund. Instead they are generated solely from fees charged to renew licenses and to sit for the CPA Exam. In the event the General Assembly decides to transfer these surplus funds to the general fund, the fees charged to use a credit card will have to be passed on to each CPA.