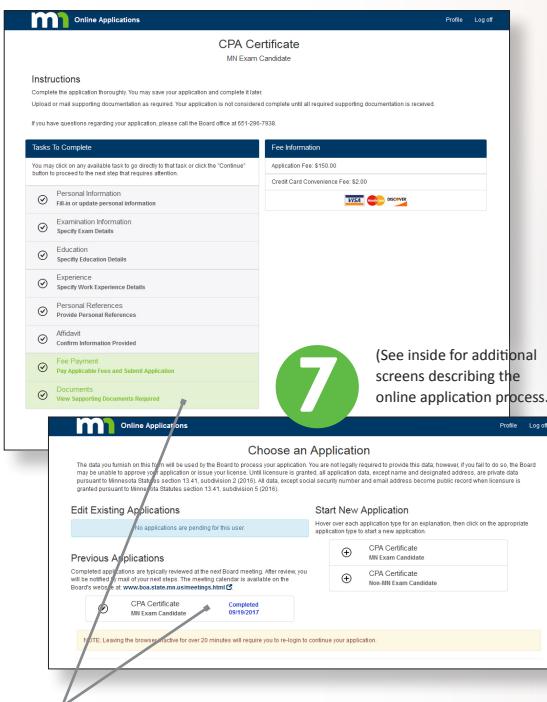# 24/7 ACCESS TO YOUR APPLICATION STATUS

Get the control of seeing for yourself that your application is complete and ready for review at the next Board meeting.

(See inside for additional screens describing the online application process.)

When your application is complete, the payment and document boxes on the Task List are checked and green. On the main screen after logging in, you'll also see that your application is marked "Completed" and the date of completion is noted. A link to Board meeting dates is provided, so that you can see the next available meeting at which your application will be presented for review.

GET STARTED! GO TO:

boa.state.mn.us/online apps

Create an account and check it out. Until you actually submit (pay for) the application, you can check out the system, and stop and restart your application at any time.

MINNESOTA
BOARD OF ACCOUNTANCY

85 E. 7th Place, Suite 125
St. Paul, MN 55101

651-296-7938

APPLY FOR YOUR LICENSE ONLINE!

The Board has developed an online application system for initial licensees.

boa.state.mn.us/online apps

ONLINE APPLICATION BENEFITS:

- **ADDED CONVENIENCE**
  You'll have 24/7 access to the status of your application AND the ability to pay by credit card.

- **IDENTICAL REQUIREMENTS**
  The method of applying is new, but the requirements and Board review of your application remain the same.

MINNESOTA
BOARD OF ACCOUNTANCY

FEATURES & BENEFITS OF THE NEW ONLINE APPLICATION SITE

1

MINNESOTA
BOARD OF ACCOUNTANCY

Online Applications
Application for Uniform CPA Examination or Individual Certificate

Already a user?
Existing users can sign in.

Email

Password

Sign In

Forgot your password?

New to Online Applications?
In order to complete an application or upload supporting documents, you must be a registered user.

Create New Account

Register

The site is secure. You set a password and manage your information.

The Board has launched a new online system that will eventually replace the current PDF form process.

The new online system is easy to navigate, gives 24/7 visibility to your application status, and let's you start, stop, and restart the application process, up to the point at which you submit/pay for your application.

Create an account and check it out!

boa.state.mn.us/online apps

2

Online Applications — Profile — Log off

Choose an Application

The data you furnish on this form will be used by the Board to process your application. You are not legally required to provide this data; however, if you fail to do so, the Board may be unable to approve your application or issue your license. Until licensure is granted, all application data, except name and designated address, are private data pursuant to Minnesota Statutes section 13.41, subdivision 2 (2016). All data, except social security number and email address become public record when licensure is granted pursuant to Minnesota Statutes section 13.41, subdivision 5 (2016).

Edit Existing Applications
No applications are pending for this user.

Start New Application
Hover over each application type for an explanation, then click on the appropriate application type to start a new application.

⊕ CPA Certificate
MN Exam Candidate

⊕ CPA Certificate
Non-MN Exam Candidate

NOTE: Leaving the browser inactive for over 20 minutes will require you to re-login to continue your application.

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The initial screen let's you start an application or edit an existing one.

3

Online Applications

CPA Certificate
MN Exam Candidate

Instructions
Complete the application thoroughly. You may save your application and complete it later.
Upload or mail supporting documentation as required. Your application is not considered complete until all required supporting documentation is received.

If you started this application in error or would like to start over, you may click here to cancel this application.
If you have questions regarding your application, please call the Board office at 651-296-7938.

Tasks To Complete
You may click on any available task to go directly to that task or click the "Continue" button to proceed to the next step that requires attention.

○ Personal Information
  Fill-in or update personal information
○ Examination Information
  Specify Exam Details
○ Education
  Specify Education Details
○ Experience
  Specify Work Experience Details
○ Personal References
  Provide Personal References

Fee Information
Application Fee: $150.00

Credit Card Convenience Fee: $2.00

VISA MasterCard DISCOVER

The step-by-step Task List walks you through the application process.

4

Online Applications — Profile

MN Exam Candidate

Instructions
Complete the application thoroughly. You may save your application and complete it later.
Upload or mail supporting documentation as required. Your application is not considered complete until all required supporting documentation is received.

If you started this application in error or would like to start over, you may click here to cancel this application.
If you have questions regarding your application, please call the Board office at 651-296-7938.

Tasks To Complete
You may click on any available task to go directly to that task or click the "Continue" button to proceed to the next step that requires attention.

⊘ Personal Information
  Fill-in or update personal information
⊘ Examination Information
  Specify Exam Details
⊘ Education
  Specify Education Details
⊘ Experience
  Specify Work Experience Details
⊘ Personal References
  Provide Personal References
⊘ Affidavit
  Confirm Information Provided
○ Fee Payment
  Pay Applicable Fees and Submit Application
○ Documents
  View Supporting Documents Required

Fee Information
Application Fee: $150.00

Credit Card Convenience Fee: $2.00

VISA MasterCard DISCOVER

Your progress is charted. You can stop at any point and pick the process up later.

5

MINNESOTA
BOARD OF ACCOUNTANCY

Make a Payment
My Payment
Online Application

Amount Due: $152.00

Payment Information
Frequency: One Time
Payment Amount: $152.00
Payment Date: Pay Now

Contact Information
First Name
Last Name
Company (Optional)
Address 1
Address 2 (Optional)
City/Town
State/Province/Region
Zip/Postal Code
Country
Phone Number
Email Address

Payment Method

Card Number
Expiration Date: Month ▼ Year ▼
Card Security Code

Pay by credit card, then move on to the final document submission step.

6

Online Applications

Required Supporting Documents
Instructions:
This page shows the status of each document required to complete your application. You may print copies of some of the documents for your records. Some documents require additional action from you.

Click "Print" button to download document. This button may also be used to print or save a copy for your records. Some documents are not available to print.
Click "Upload" button to upload and save a document to your record. Acceptable file formats are: DOC, DOCX, PDF and JPG. Maximum file size is 5 MB.

Applicant Name: Kay Weiss
Application Type: CPA Certificate – MN Exam Candidate

Document Name	Actions	Status
Application Summary	Print	Received
Credentials Evaluation: St Thomas		Requires Submission
Ethics Exam Verification	Info	Received
Experience Verification Form: Them	Print	Requires Print/Submission
Personal Reference: hey you		Received
Personal Reference: Me Myself	Print	Requires Print/Submission
Personal Reference: that gal	Print	Requires Print/Submission

NOTE: YOUR APPLICATION IS NOT COMPLETE UNTIL THE STATUS OF ALL ITEMS IS "RECEIVED".

Once the Board receives all of the required supporting documents, your file will be reviewed and you will receive a letter informing you of your next steps. You may log back in to your application at any time to check the status of each document.

Back to Application   Continue   Back to Start

Follow the instructions on submitting required supporting documents and see whether the Board has received them.