Welcome to your new AICPA store experience!

We built a new web experience with easily accessible content, improved navigation and expanded personalization – all tailored to your needs. Your preferences are front and center, so you’ll be in control of the information you see. Not just CPE offerings, but additional content relevant to your career stage, professional goals and day-to-day decisions.

Use your existing AICPA username and password to log in and explore. We also recommend you visit the preference center and select at least three topics to help customize the overall site content to match your interests.

Visit the store home page now.
Accessing CPE Products

1. **Log in** to the new AICPA store site using your current username and password.
2. Click **your name** on the top right

3. Click the **Purchases** button
4. Your current products will be displayed under the **Active** tab.

5. Click the **Access Now** button next to your products
   a. For most products: Click **Open Item** to launch your course in a new window.

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### Getting Started with Your CPE Products

#### Reminder

- Please check that you are using the most up-to-date version of your browser (Google Chrome, Safari, Microsoft Internet Explorer, and Mozilla Firefox) and enable pop-ups for optimal course experience.

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### Navigating CPExpress Online Learning

When you click **Access Now**, your CPExpress Online Learning subscription product will open a new window. Please check that you turned off any pop-up blocking software. CPExpress courses will be accessed through the Learning Management System (LMS).

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#### Launch CPExpress under Browse Bundles

The LMS presents your course options by course category. You can then drill down into bundles and ultimately individual courses.

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#### Browse by category

Click or tap on the category title to view the courses available.
Launch course module

Click on the course title link to view and launch a selected module within the course. To view course details, click or tap on View Syllabus in the left margin. To launch course, click Open Item.

Search by keyword

You can search for a particular course or topic using the magnifying glass in the top right corner.

Search by criteria

For a more advanced search, you can locate a course by specific qualifications. Select Training Catalog from the main menu (blue navigation bar) to use the more robust search options. The results will be displayed at the bottom of the page.

View enrolled courses

Users have easy access to courses in which they’re enrolled. My Upcoming Learning on the home page lists all the enrolled courses.
Navigating courses

When you launch a course by clicking Open Item, a new window will open where you can navigate your course by clicking Next, view Resources and explore the Menu. If you are resuming a course, use the Menu to navigate to the correct section of the course.

Troubleshooting CPExpress

I am unable to open CPExpress from my account. Help! Check your browser – CPExpress is only supported in updated versions of the following browsers: Google Chrome, Safari, Microsoft Internet Explorer, and Mozilla Firefox. Please don’t forget to enable pop-ups!

If you need additional assistance, please contact our service center at 888-777-7077.

Is it possible to download course materials? If you click on Resources in the top right corner of the course module, you will find downloadable resources, including a Participant Manual with content from the course slides.
How many new or significantly updated courses do you release annually?
Approximately half of CPExpress courses are new or significantly updated with new content each year.

How often are the completed courses updated to MyCPE Manager?
Completed courses are updated within a 15 minute window from the time you complete your CPE course for the CPE certificates to show up in MyCPE Manager.

I completed a course, but my CPE certificate is not available. Help!
Closing the browser window before a certificate generates can occasionally cause this problem. Once you complete your course exam, please wait a few seconds for the certificate to generate and use the Exit button to close the course.

I completed a course, but the course is showing as started instead of complete. Help!
Please clear your browser cache as it is likely showing you the previously accessed page.

If you need additional assistance, please contact our service center at 888-777-7077.

After taking the exam and passing, can you provide reasons the other answers are wrong?
According to current NASBA regulation on CPE, we cannot provide correct answers to exam questions. Because this is a common ask from online learning participants, we are working with our learning development team to explore how we can do this in the future at the course level (i.e. having larger question banks) and then partner with NASBA to allow exam feedback on CPE courses. Please see more information about CPE guidelines.
Navigating the Annual Webcast Pass

When you click **Access Now**, the Annual Webcast Pass will open a new window. Please check that you turned off any pop-up blocking software. Annual Webcast Pass will be accessed through the Learning Management System (LMS).

Launch Annual Webcast Pass under Browse Bundles
The LMS presents your webcast options by month. You can then view the available months of broadcast (typically, you’ll be able to see the schedule 90 days ahead) and individual webcasts scheduled during that month.
Launch webcast

Click on the webcast title link to view and launch a selected course. To see webcast details, click or tap on View Syllabus in the left margin. To enroll or launch webcast, click Open Item.

Search by keyword

You can search for a particular webcast or topic using the magnifying glass in the top right corner.

Search by criteria

For a more advanced search, you can locate a course by specific qualifications. Select Training Catalog from the main menu (blue navigation bar) to use the more robust search options. The results will be displayed at the bottom of the page.

View enrolled webcasts

Users have easy access to webcasts or courses in which they’re enrolled. My Upcoming Learning on the home page lists all the enrolled courses.
Annual Webcast Pass - Sample Catalog

Annual Webcast Pass includes over 500 webcasts a year, ranging from 1- to 8-hours of learning. Please note webcast selection is subject to change.

- 10 Steps to a Digital Office in the Cloud
- Accounting and Auditing Update
- Accounting for Deferred Income Taxes
- Accounting Methods & Periods: Including Form 3115
- Adobe Acrobat - Securing Your PDF Files
- Advanced Tax Planning S Corporations
- Affordable Care Act: Critical Tax and Insurance Ramifications
- AICPA’s Annual Federal Tax Update
- Analyzing a Company’s Financial Statement
- Annual Tax Update: Corporations and Pass-Through Entities
- Annual Tax Update: Individuals and Sole Proprietors
- Annual Update for Accountants and Auditors
- Applying Professional Skepticism in an Audit
- Applying the Risk Assessment Standards to Enhance Audit Quality
- Applying the Uniform Guidance in Your Single Audits
- Audit Workpapers: Documenting Field Work
- Audit Workpapers: Reviewing Field Work
- Audits of 401(k) Plans
- Basis/Distributions for Pass-Through Entities: Simplifying the Complexities
- Best Practices for Payroll Taxes and 1099 Issues
- Capitalized Costs and Depreciation
- Choice of and Formation of Entity
- Cloud Systems - Is My Data Safe and Secure?
- Construction Contractors: Accounting, Auditing, and Tax
- Controller’s Update: Today’s Latest Trends
- Data Breaches & Other Cyber Frauds: A 21st Century Risk to Your Organization
- Documenting Your EBP Audit: What You Need to Know
- Effective Business Communication
- Employment Law Update: Examining Critical Issues with FMLA, HIPAA, COBRA, ADA and More
- Employment Law Update: Reducing Employer Liability
- Estate & Tax Primer
- Ethics and Professional Conduct: Updates and Practical Applications
- Ethics in Practice: AICPA Code and Real Life Applications
- Excel-Using PivotTables for Data Analysis
- Financial Forecasting: Planning for Success
- Financial Instruments: Mastering the New FASB Requirements
- Financial Reporting for Not-for-Profit Entities
- Forensic Accounting: Uncovering Schemes and Scams
- Form 990: Exploring the Form’s Complex Schedules
- Fraud and Cash Receipts: Common Frauds and Internal Controls
Troubleshooting the Annual Webcast Pass

I am unable to open Annual Webcast Pass from my account. Help!
Check your browser – Annual Webcast Pass is only supported in updated versions of the following browsers: Google Chrome, Safari, Microsoft Internet Explorer, and Mozilla Firefox. Please don’t forget to enable pop-ups!

If you need additional assistance, please contact our service center at 888-777-7077.

Do I need external speakers, headphones, or a microphone to watch the webcast?
We recommend using external speakers, laptop speakers, or headphones to listen to the webcast during broadcast. Please take a minute to test your speakers are functioning prior to joining the webcast. You do not need a microphone as you will be able to type all questions on the screen. You do NOT need to download special audio or visual programs to watch the webcast as it is broadcast via your browser.

What will I see on the screen during the webcast?
You will see the presentation, a chat box or “Submit a Question” button in which you can type questions to the presenter or technical support. In the top corner, you will see a window with downloadable resources, including the course slides.

How many new or significantly updated courses do you release annually?
Approximately half of Annual Webcast Pass courses are either brand new or significantly updated with new content each year.

Navigating CPE courses, webcasts, and certificates
When you click Access Now, your CPE product will open in a new window. Please check that you turned off any pop-up blocking software.

Users will also have easy access to webcasts or courses in which they’re enrolled via the Learning Management System (LMS). My Upcoming Learning on the home page lists all the enrolled courses. You can select your course, webcast, or certificate title and click Open Item to launch your learning.

If you have any questions or need additional assistance, please contact our Global Engagement Center at 888.777.7077 or email us at service@aicpa.org
Downloading CPE Certificates

1. **Log in** to the new AICPA store site using your current username and password
2. Click **your name** on the top right
3. Click the **Purchases** button
4. Your current products will be displayed under the **Active** tab
5. Click the **Access Now** button next to your products
6. Click the **Transcript** button in the main navigation

Accessing Transcripts

Users can access and download their transcripts or individual CPE certificates for courses they have completed.

Print CPE certificate of completion

Once a course is completed with a passing grade, the CPE certificate is available to immediately print or save as a PDF file. To print a certificate, follow the steps below:

- Click or tap on **Transcript** from the main menu bar.
- Click or tap on **View Certificate**, and the certificate PDF will open in a new window. From here you can print, rename, or save the PDF document.