

INDIVIDUAL CPA & PA - ACCOUNT SET-UP INSTRUCTIONS



GETTING STARTED:

- Go to www.ok.gov/oab and click on the **Online Services** link found on the center menu bar of the OAB homepage.



- Next, click the link to the **Registrant Portal**.



Welcome to the Oklahoma Accountancy Board

<p>Applicant / Candidate Portal</p> <p>Apply for:</p> <ul style="list-style-type: none">Criminal History ReviewQualification for eligibilityExam credit transferExam sectionsInitial CertificationInitial Firm CertificationReciprocal CertificateReinstatement <p>Applicant Portal</p>	<p>Registrant Portal</p> <p>Registrant self-service:</p> <ul style="list-style-type: none">Renew your CertificateReport CPEUpdate account settingsRequest DocumentsReport Status ChangesInterim Permit <p>Registrant Portal</p>	<p>File a Complaint</p> <p>File a complaint on an individual PA, CPA, and/or public accounting firm.</p> <p>Complaint Portal</p>	<p>Licensee Lookup</p> <p>Search For:</p> <ul style="list-style-type: none">Individual licenses and public accounting firms <p>License Lookup</p>
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A black arrow points from the "Applicant Portal" button to the "Registrant Portal" button.

ACTIVATING ACCOUNT:

- Registrants will need to activate their account by clicking on the [Activate Now](#) link.
- * **Note:** Use the email address you have on file with the Oklahoma Accountancy Board (this would be your previous user name). If you do not know the e-mail address you have on file or need to update it, please contact us at (405) 521-2397.



Registrant Portal

New to this site? [Activate now](#)

- Enter your E-mail and click **Activate**. A temporary password will be emailed to you to activate your account.



Check your e-mail!

We've sent you an e-mail to activate your account. Have a look and follow the instructions to access to your account.

- Once you receive your temporary password, enter your **email address and the temporary password**, and click **Sign In**.



Registrant Portal

New to this site? [Activate now](#)

- You will then be prompted to set up Two-Stage Authentication Security Questions for your account. Click **Done** to continue.



Two-Stage Authentication: Security Questions

To help protect the privacy of your account, please select three questions below and provide their corresponding answers.

Security Question 1 *

Answer *

Security Question 2 *

Answer *

Security Question 3 *

Answer *

Done

Powered by [Thentia Regulate](#)

- You will also be prompted to reset your Password from the temporary password that was emailed to you. Enter your new password and then re-enter it to confirm it. Click **Save** to continue.



Password Reset

To help protect the privacy of your account, please provide a new password and confirm it below. Your new password must be at least 8 characters, contain a minimum of one upper case letter, one lower case letter, one number and one special character. Your new password must not contain commonly used words like 'password'.

Password Strength: Weak

New Password *

Confirm Password *

Save