Qualification Programme (QP)

Practical Experience Online System
(Navigation to Online System)

User Guide

Navigation to Online System

How to login to the online system

(1) You can refer to the email regarding the access to the online system.

Practical Experience: Activate your account in the Practical Experience Online System now!

收件者: _____ ;

CPA Hong Kong Institute of
Certified Public Accountants
香港會計師公會

Dear Ms TAM, _____ (S _____),

Welcome! You are now available to login and access to the Practical Experience Online System. Please refer to the Navigation to Online System and the respective user guides as set out in the online system for guidance.

> Click this link to access the login page.

You can also click here to explore our website for more information about the revised Practical Experience Framework.

Should you have any questions regarding the above, please contact the Practical Experience Team by email to pef@hkicpa.org.hk.

Yours sincerely,

Practical Experience Team
Education and Training
Hong Kong Institute of Certified Public Accountants

CPA: *The Success Ingredient*

(2) Click the login link via the Institute's website

Login page for:

- **Authorized Employer Training Personnel**
  (i.e. Member-In-Charge, Member-In-Charge Deputy, Scheme Coordinator, Counselor); and
- **Authorized Supervisor**

HKICPA member:
Use your Member login.

Non-HKICPA member:
(1) Click "Forgot Password"

(2) Input your business email address.

(3) Check your email inbox for the account activation email and then login.

After login, you will access to the **Landing page,**

Illustrative example:

Login page for QP student

Use your QP student login.

After login, you will access to the **Landing page,**

END