



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



Qualification Programme (QP)

Practical Experience Online System (Navigation to Online System)

User Guide

Navigation to Online System

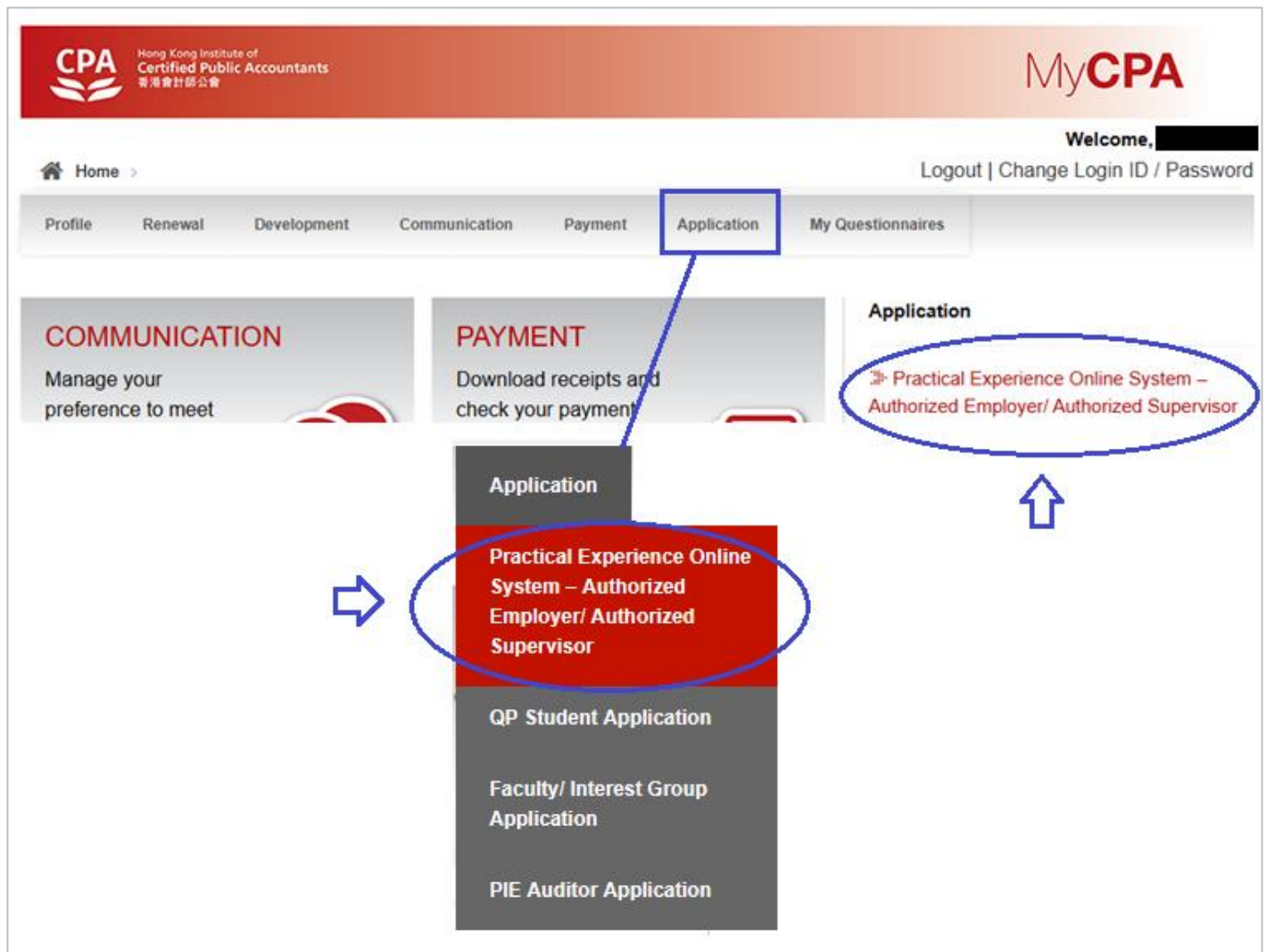
1. [How to login to the online system](#)
2. [Bookmarking the online system URL](#)
3. [Clear Chrome Cache](#)

1. How to login to the online system

1.1 Accessing the login page:

Method 1. (for HKICPA members only)


You can access the online system through [MyCPA](#), and then click either the “Application” tab or the quick link.



Method 2. 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: [REDACTED]:

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

Dear Ms TAM, [REDACTED] (S [REDACTED]),

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.

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@hkcipa.org.hk.

Yours sincerely,

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

CPA: The Success Ingredient

Click this link to access the login page.

Method 3. Click the login link via the Institute's [website](#).

CPA About us Membership Become a Hong Kong CPA Professional development Standard setting Thought leadership News Members' area

Old Practical Experience Framework

Useful downloads/links

User guides

List of Authorized Employers

List of Authorized Supervisors

Application and registration

Timetable

Fee schedule

Programme accreditation

Student statistics

QP graduate

Overview for Authorized Employers and Authorized Supervisors [Learn more >>](#)

Transitional Arrangements of the Revised PE Framework [Learn more >>](#)

↓

PE Framework online system

User guides for online system

Useful downloads/links

FAQ

Enquiries

1.2a Logging in for:

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

The screenshot shows the HKICPA login page. At the top is the CPA logo and the text "Hong Kong Institute of Certified Public Accountants" and "香港會計師公會". Below this is the "Login" heading. There are three input fields: "Login ID", "Password", and "Captcha". The "Captcha" field contains a distorted image with the letters "XHYS" and a link "Another?". Below the input fields is a red "Login" button. At the bottom of the page, there are three links: "Forgot Password", "Re-send activation email", and "Register".

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.


The screenshot shows the "Forgot Password" page. At the top is the CPA logo and the text "Hong Kong Institute of Certified Public Accountants" and "香港會計師公會". Below this is the heading "Acquire login ID and password". There is a text input field for "Please provide your email address:" with an email icon on the right. Below the input field is a "Send Me" button. At the bottom of the page, there is a "Back to login" button.

After logging in, you will have access to the **Landing page**,











Illustrative example of Member-In-Charge:

Home | [Sign Out](#)


Main Menu > Self Service >

 **Practical Experience**

Practical Experience

 Authorization Renewal Authorization Renewal	 Information Update Information Update	 Annual Monitoring Annual Monitoring
 Counselor  Sign Off Training Record	 Approve Development Commitment Approve Development Commitment	 Sign Off TR (Special) Sign Off Training Record(Special Sign Off)
 Final Sign Off Training Record Final Sign Off Training Record	 Site Visit Booking Site Visit Booking	 User Guide User Guide

1.2b Logging in for QP student



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

Login


Login ID

Login ID

Password

Password

Captcha

 Another?

Login

[Enquiry](#)

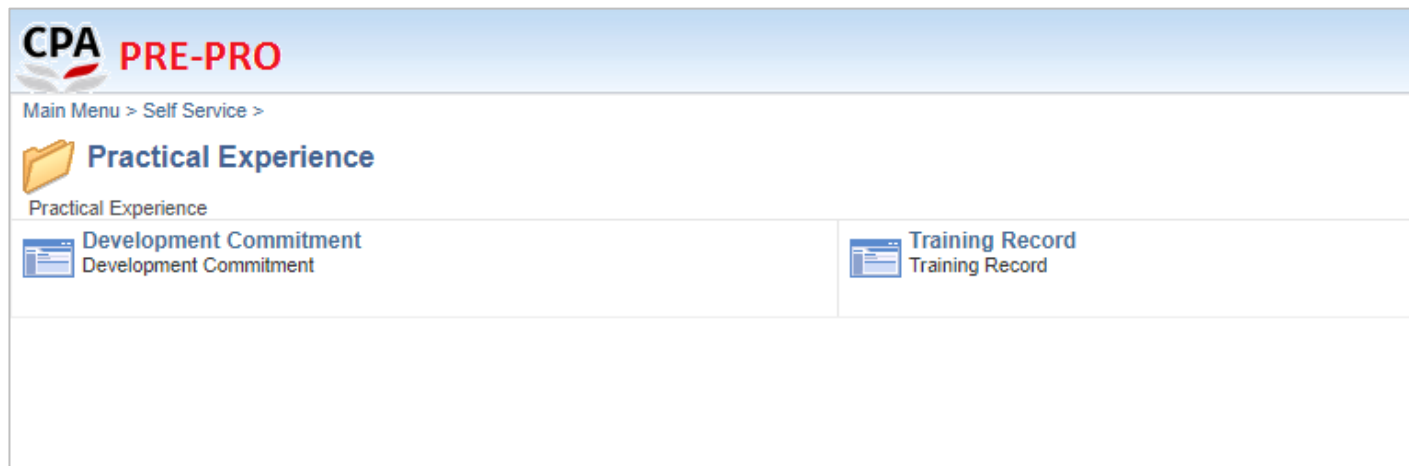
You are going to enter the members' area, which is best viewed in Google Chrome 4.9 (or above), Internet Explorer 9 (or above), Mozilla Firefox 40 (or above), or Safari 5.0 (or above).

Visit our website: www.hkicpa.org.hk

[Forgot Password](#) [Re-send activation email](#) [Register](#)

Use your QP student login.

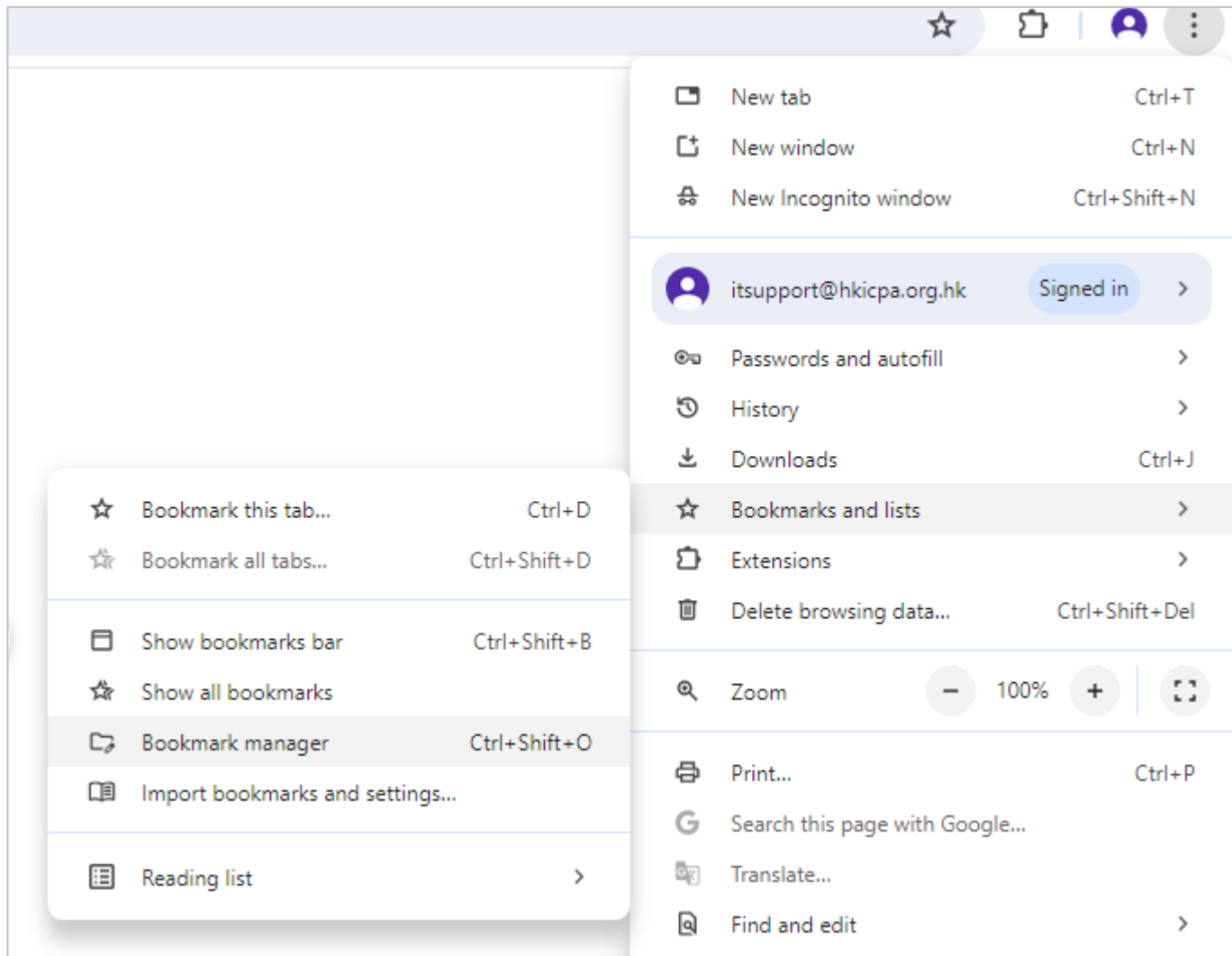
After login, you will access to the **Landing page**,



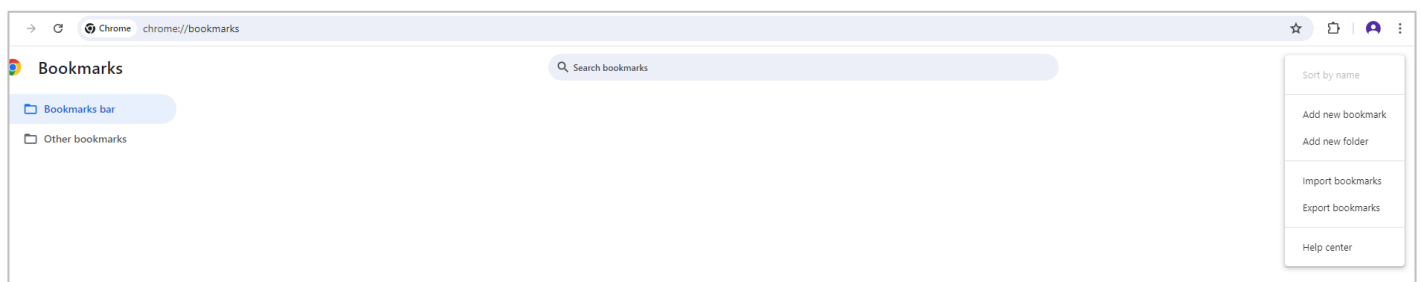
[User Guides](#) of different workflows are now available on the Institute's website to help you navigate the online system.

2. Bookmarking the online system URL

2.1 In your browser, select More  > **Bookmarks and lists** > **Bookmark manager**



2.2 select More  > **Add new bookmark**

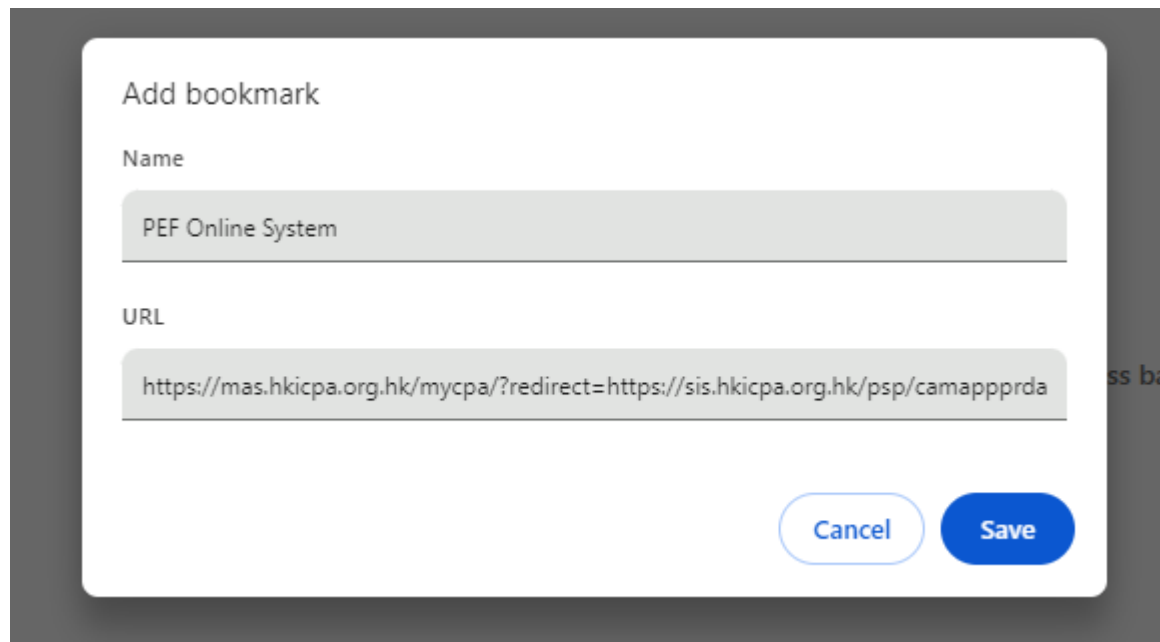


2.3 Add bookmark

Name: PEF Online System

URL:

https://mas.hkicpa.org.hk/mycpa/?redirect=https://sis.hkicpa.org.hk/psp/camappprdadd/EMPLOYEE/SA/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=Z_PRACTICAL_EXPERIENCE&FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERVICE.Z_PRACTICAL_EXPERIENCE&IsFolder=true



Add bookmark

Name

PEF Online System

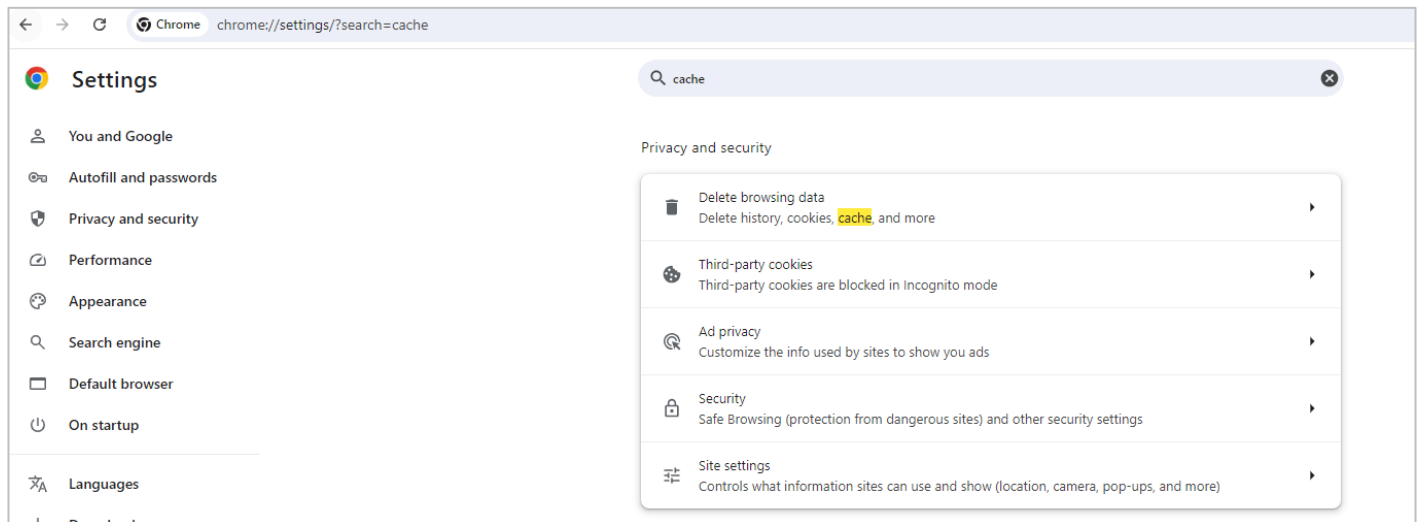
URL

https://mas.hkicpa.org.hk/mycpa/?redirect=https://sis.hkicpa.org.hk/psp/camappprda

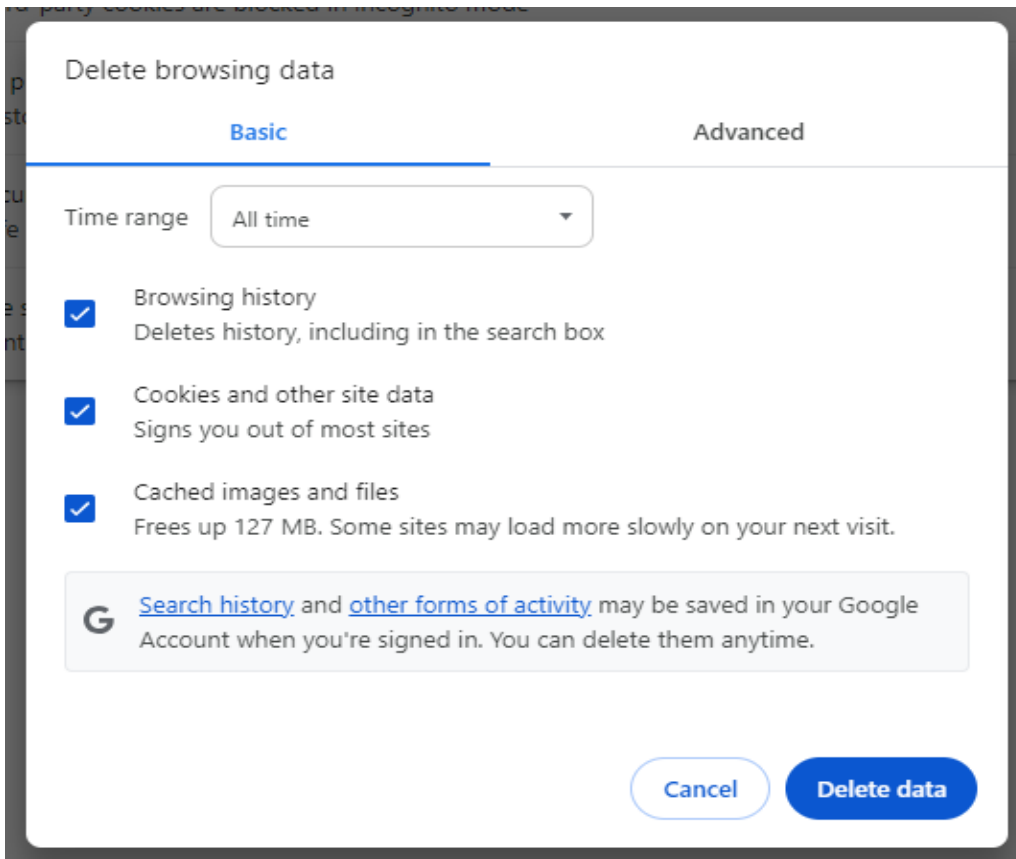
Cancel Save

3. Clear Chrome Cache

3.1 In your browser, select More ⋮ > Settings



3.2 Choose Delete browsing data > Delete data



END