



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.** 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](mailto: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 2.** Click the login link via the Institute's [website](#).

The screenshot shows the CPA website interface. At the top, there is a navigation menu with the CPA logo on the left and links for 'About us', 'Membership', 'Become a Hong Kong CPA', 'Professional development', 'Standard setting', 'Thought leadership', 'News', and 'Members' area' on the right. A search icon is also present. Below the navigation, a sidebar on the left contains a list of menu items: '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', and 'QP graduate'. The main content area features two featured articles. The first article is titled 'Overview for Authorized Employers and Authorized Supervisors' and includes a photo of three people at a table and a 'Learn more >>' link. The second article is titled 'Transitional Arrangements of the Revised PE Framework' and includes a photo of three business professionals and a 'Learn more >>' link. Below these articles is a blue downward-pointing arrow, followed by a row of five red buttons: 'PE Framework online system' (with a lock icon), 'User guides for online system' (with a document icon), 'Useful downloads/links' (with a link icon), 'FAQ' (with a speech bubble icon), and 'Enquiries' (with a question mark icon).

## 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 image shows two screenshots of the CPA website's login process. The left screenshot is the main login page, and the right screenshot is the 'Acquire login ID and password' page. Annotations include a blue box for HKICPA members and a green box for non-HKICPA members with a list of steps.

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**Login**

Login ID

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](http://www.hkicpa.org.hk)

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

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**Acquire login ID and password**

Please provide your email address:

Another?

[Send Me](#)

[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).

[← Back to login](#)

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

*Illustrative example:*

The screenshot displays the CPA PRE-PRO user interface. At the top right, there are links for "Home" and "Sign Out". The main header features the "CPA PRE-PRO" logo. Below the header, a breadcrumb trail reads "Main Menu > Self Service >". The primary section is titled "Practical Experience" and includes a folder icon. Underneath, the text "Practical Experience" is followed by a grid of seven items. Each item consists of a small icon (either a folder or a document) and a blacked-out text label. The grid is organized as follows: the first row has three items; the second row has three items; and the third row has two items, with the remaining space in the row being empty.

## 1.2b Logging in for QP student

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### Login

Login ID

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](http://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**,

**CPA PRE-PRO**

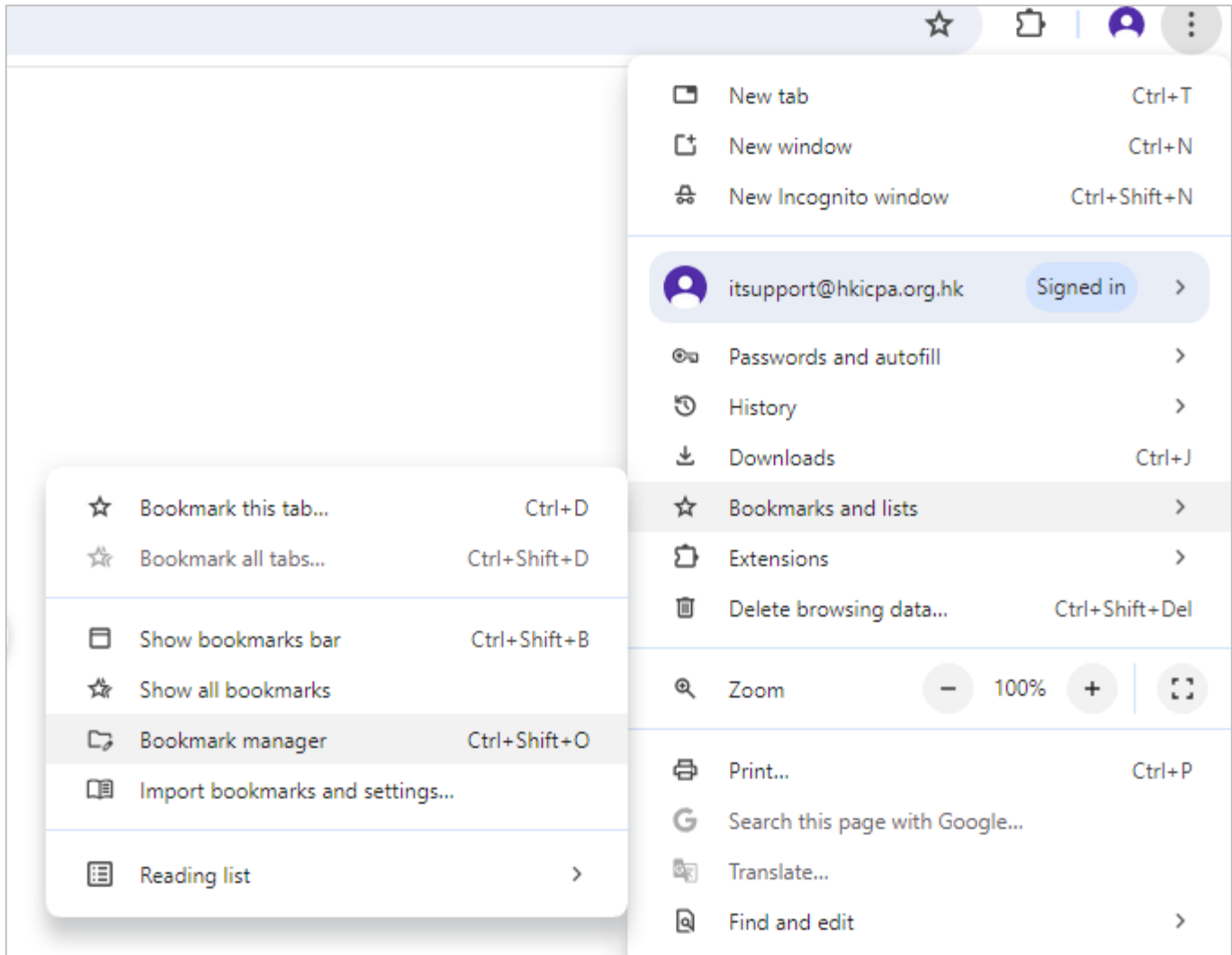
Main Menu > Self Service >

**Practical Experience**  
Practical Experience

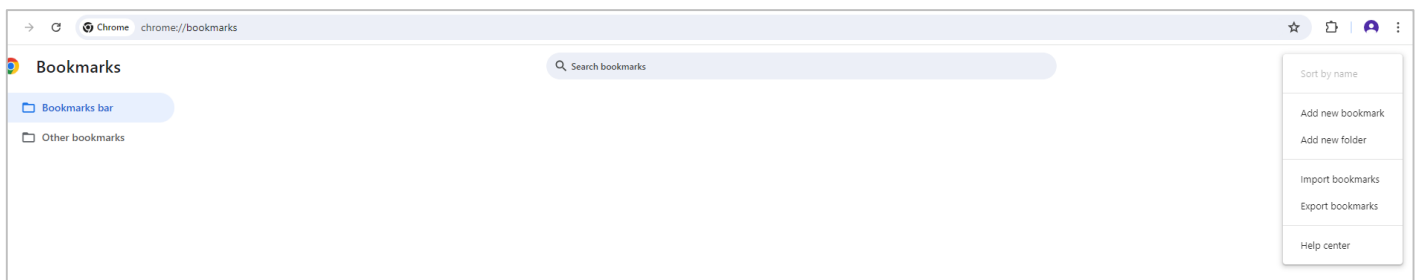
**Training Record**  
Training Record

## 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**

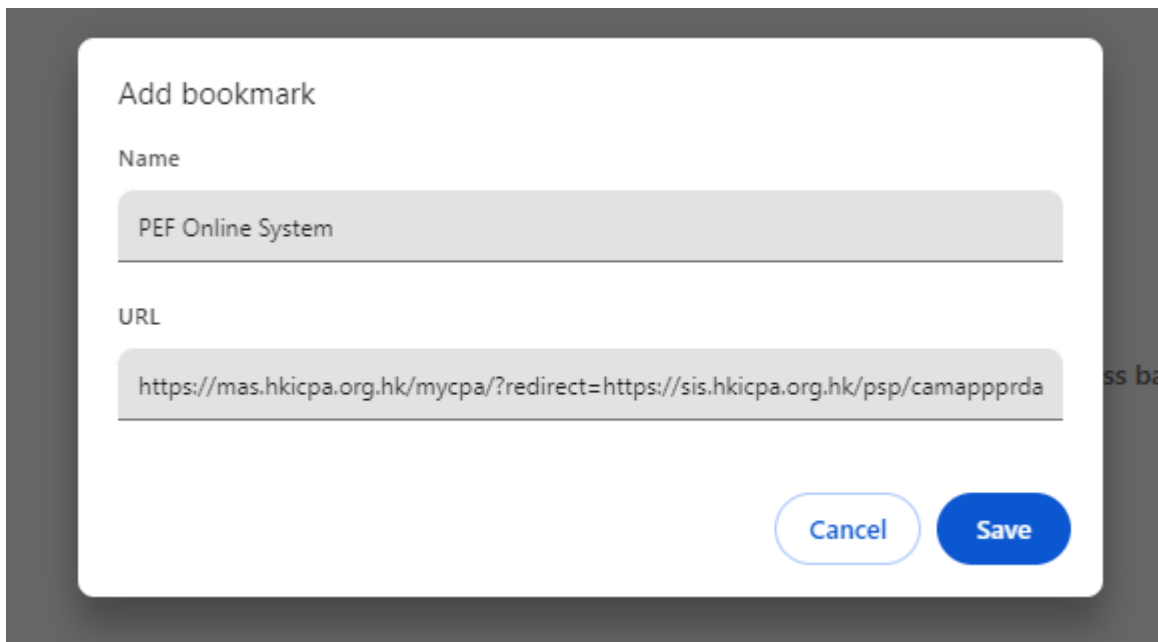


### 2.3 Add bookmark

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](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

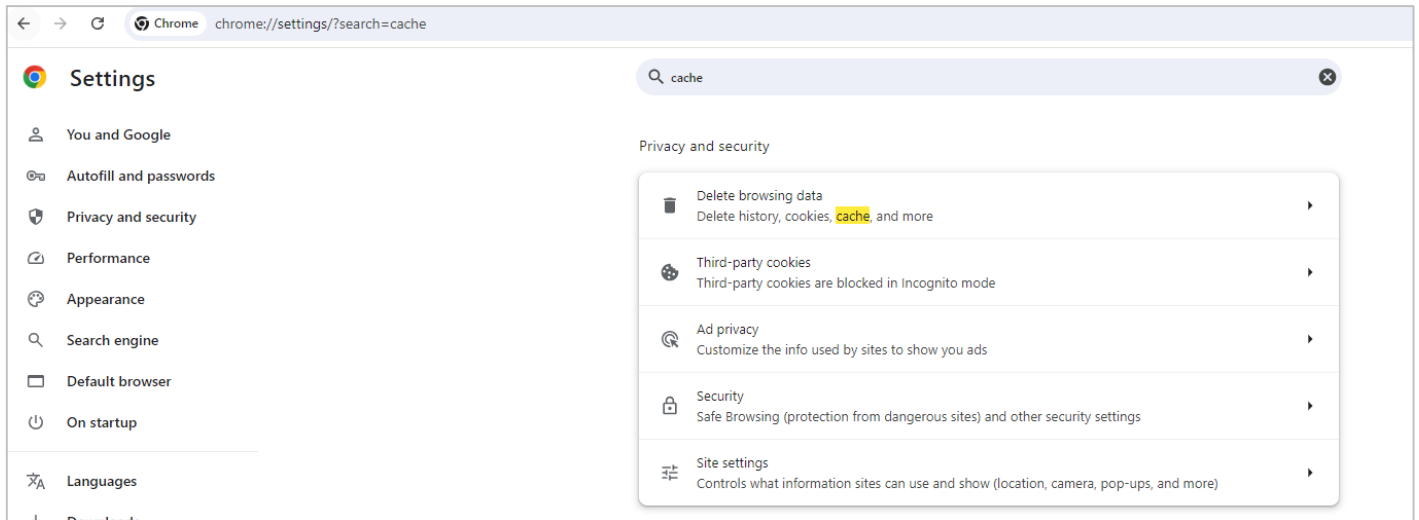
[https://mas.hkicpa.org.hk/mycpa/?redirect=https://sis.hkicpa.org.hk/psp/camappprdadd/EMPLOYEE/SA/s/WEBLIB\\_PTPP\\_SC.HOMEPAGE.FieldFormula.IScript\\_AppHP?pt\\_fname=Z\\_PRACTICAL\\_EXPERIENCE&FolderPath=PORTAL\\_ROOT\\_OBJECT.CO\\_EMPLOYEE\\_SELF\\_SERVICE.Z\\_PRACTICAL\\_EXPERIENCE&IsFolder=true](https://mas.hkicpa.org.hk/mycpa/?redirect=https://sis.hkicpa.org.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)

Cancel Save

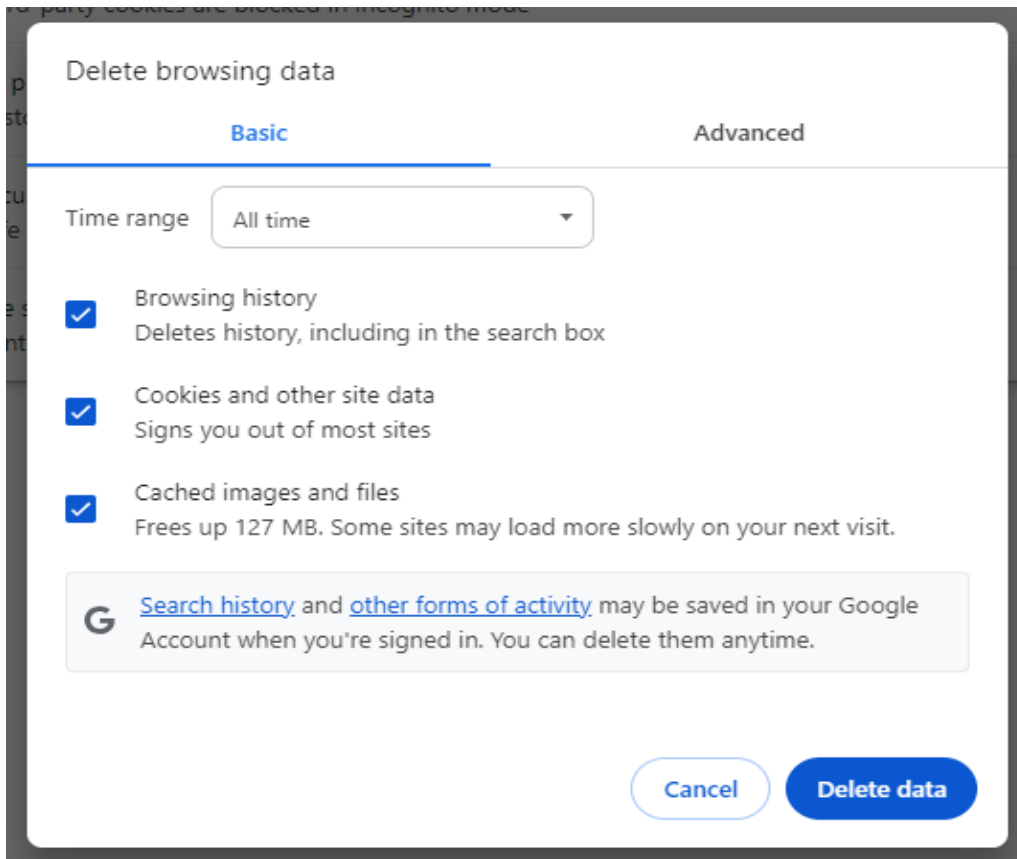


### 3. Clear Chrome Cache

#### 3.1 In your browser, select More > Settings



#### 3.2 Choose Delete browsing data > Delete data



END