About Web Login Account

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How to recover your Login ID and Password

Go to the HKICPA website at http://www.hkicpa.org.hk

Step 1:

Go to the HKICPA website at http://www.hkicpa.org.hk

Step 2:

Click "Login"

Click "Forgot password / username"
Step 3:

If the registered email address is used by different login account, system will prompt below error, please follow below steps.

1. Please enter:
   a. Your registered email address
   b. Security code

2. Click “Send Me” button to get the activation email

1. Please enter your:
   a. Relevant membership type of login account
      - Member
      - International Affiliate
      - Firm
      - Corporate Practice
      - Student
   b. Relevant registration number of membership type
   c. Security code

2. Click “Send Me” button to get the activation email
Step 4:
Check your registered email inbox

Dear Tai Man CHAN,

Thank you for your enquiry of acquiring Login Account and Password via the Institute’s website.

Please kindly note that your Login ID is as follows:

- Login ID: 1nx20

Please [click here to reset your password].

If you require any assistance, please contact 2287 7000 for technical support.

Best Regards,

IT Section
Hong Kong Institute of Certified Public Accountants
CPA: The Success Ingredient
Step 5:

1. Please enter your new password
2. Click "Continue" button

Step 6:

Go to the HKICPA website at [http://www.hkicpa.org.hk](http://www.hkicpa.org.hk)

Click "Login"
Step 7:

### Remarks

1. Your Login ID will be sent to **your registered email address** automatically.

2. **If you don’t have a registered email address**, please contact the corresponding team below for enquiry.

3. For Members / International Affiliates / Students / CPA Practices / Handbook Subscribers who already have an approved Login ID or a pre-assigned Login ID, but have not yet activated, please refer to the next section "How to activate your Login Account" for further instructions.

4. You can also change your Login ID through "Change Login ID / Password" under the Members’ area. For further instructions, please refer to the section: "How to change your Login ID and Password".

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Last update: 12 November 2020
How to activate your Login Account

Go to the HKICPA website at [http://www.hkicpa.org.hk](http://www.hkicpa.org.hk)

**Step 1:**

Click "Login"

Click "Re-send activation email"

**Step 2:**

- Login ID
- Password
- Security code

Click "Re-send activation email"
Step 3:

Enter your email and to activate your account

1. Please enter your registered email address
2. Click “Send Me” button to get the activation email

Step 4:

Check your registered email inbox

Click this link to activate your Login

Step 5:

successful.

You have successfully activated your account. You will redirect to MyCPA in few seconds or you can click here to go to MyCPA page.

Back to login
Step 6:

Go to the HKICPA website at [http://www.hkicpa.org.hk](http://www.hkicpa.org.hk)

Step 7:

1. Please enter:
   a. Login ID
   b. Password
   c. Security code

2. Click "Login" button
How to change your Login ID and Password

Go to the HKICPA website at http://www.hkicpa.org.hk

Step 1:

1. Please enter:
   a. Login ID
   b. Password
   c. Security code

2. Click "Login" button

Step 2:
Step 3:

Click "Change Login ID / Password"

Step 4:

To change to a new Login ID, please enter in this box; if not, leave it blank.

To change to a new password, please enter twice in these boxes; if not, leave it blank.

Please enter your current password; then click the "Save" button to proceed.