

# About Web Login Account

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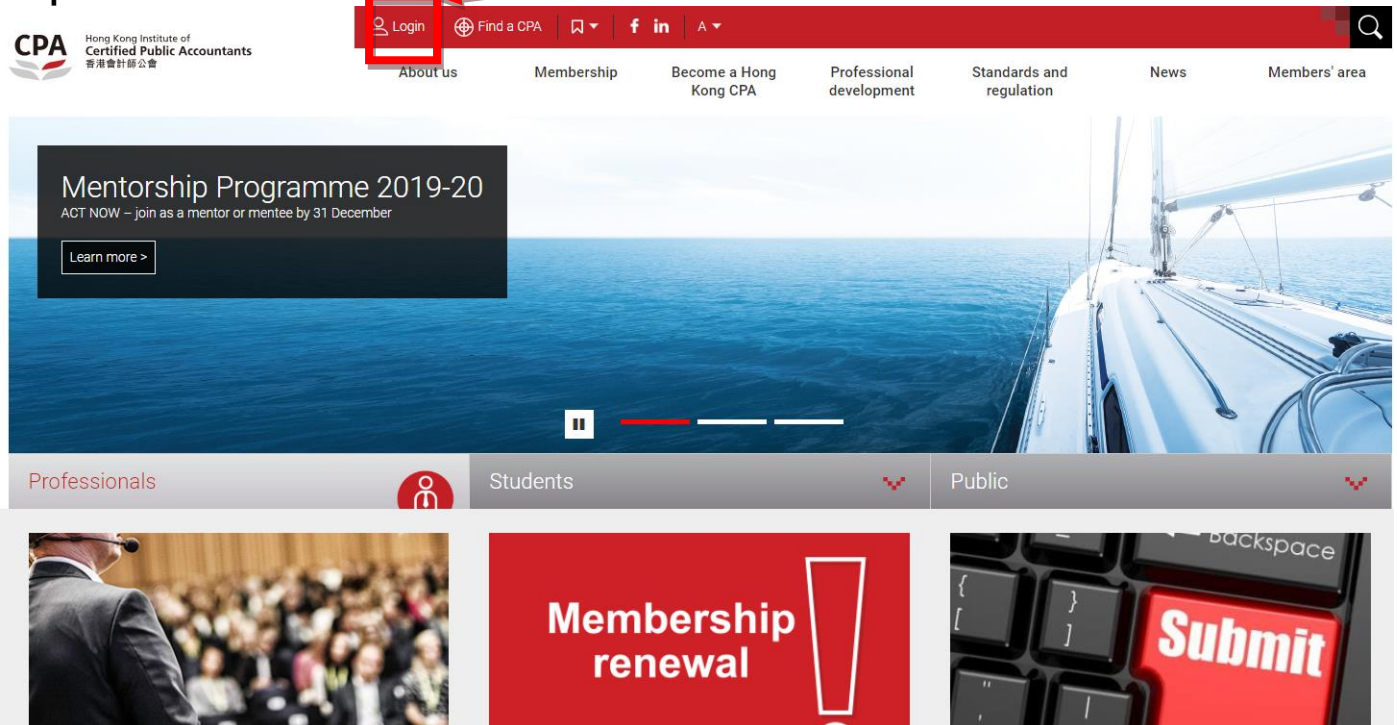
Hong Kong Institute of  
**Certified Public Accountants**  
香港會計師公會

# How to recover your Login ID and Password

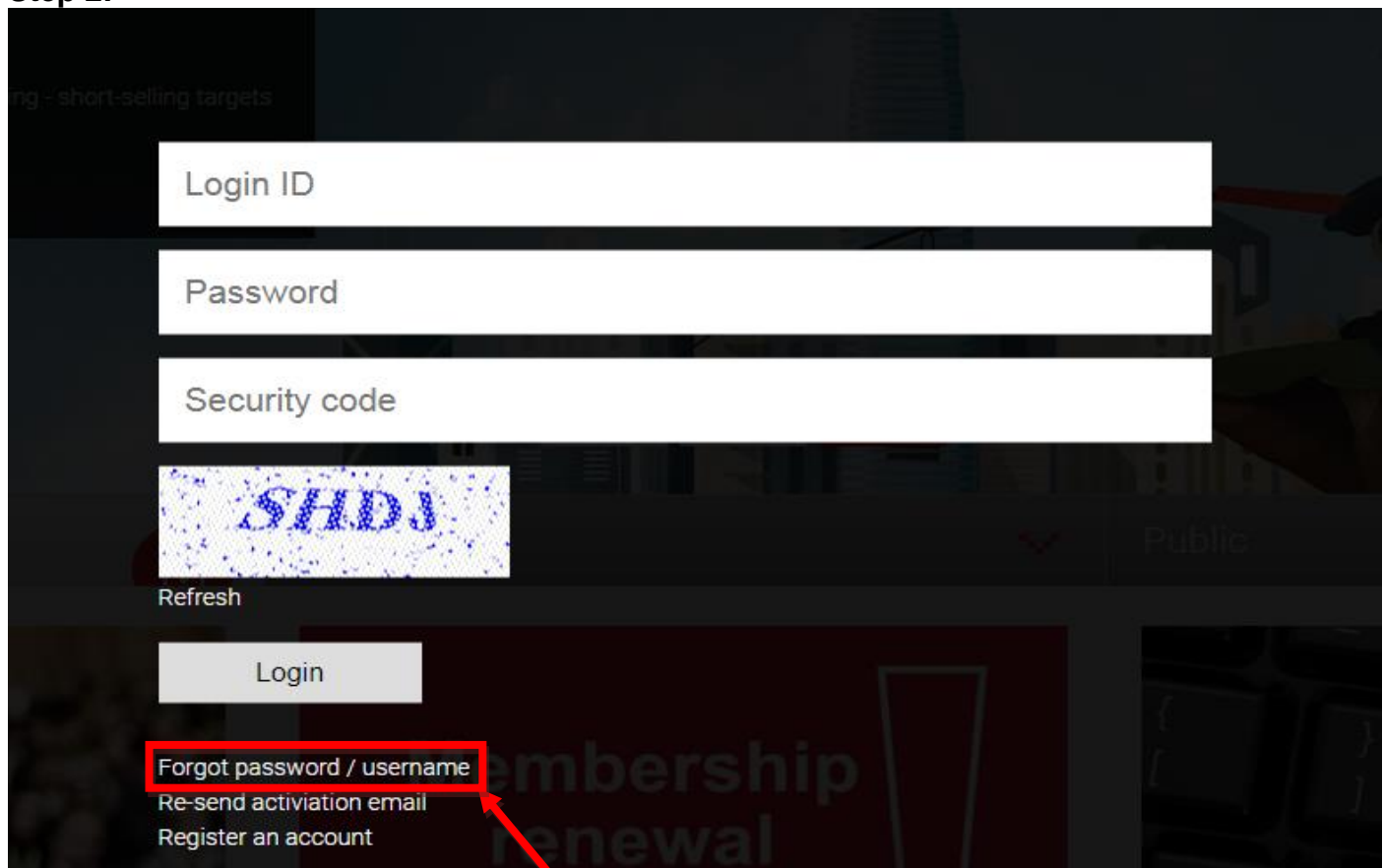
Go to the HKICPA website at <http://www.hkicpa.org.hk>

Click "Login"

## Step 1:



## Step 2:



Click "Forgot password / username"

### Step 3:

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香港會計師公會

## Acquire login ID and password

Please provide your email address:

Please provide your registration number:

[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](#)

1. **Please enter:**
  - a. Your registered email address
  - b. Security code
2. **Click "Send Me" button to get the activation email**

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

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## Acquire login ID and password

Please provide your email address:

Please provide your registration number:

[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](#)

#### Error

This email address cannot be found or you have not registered before, please try again.

Please email [itenquiry@hkicpa.org.hk](mailto:itenquiry@hkicpa.org.hk) or call (852) 2287-7800 for assistance.

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



masadmin@hki CPA.org.hk

4:35 PM (0 minutes ago) ☆



to me ▾

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: 1nx120



Please [click](#) here to reset your password.

If you require any assistance, please contact 2287 7800 for technical support.

Best Regards,

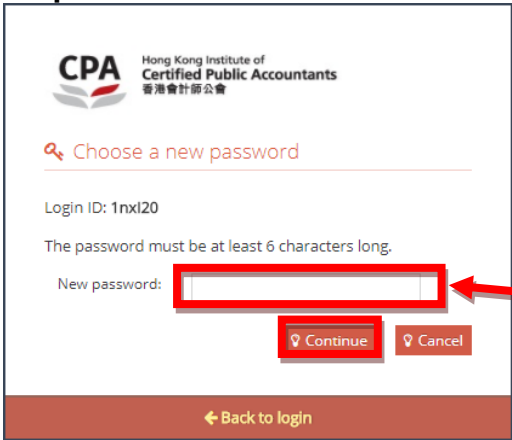
**IT Section**

Hong Kong Institute of Certified Public Accountants

**CPA:** *The Success Ingredient*

Click this link to reset your password

## Step 5:



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Choose a new password

Login ID: 1nx120

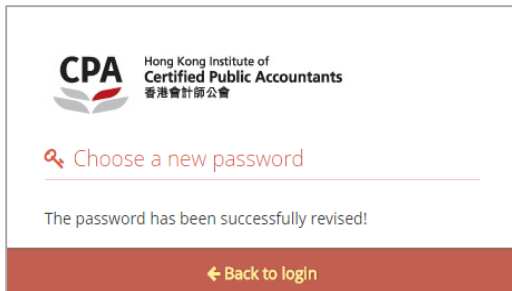
The password must be at least 6 characters long.

New password:

Continue Cancel

Back to login

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



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Choose a new password

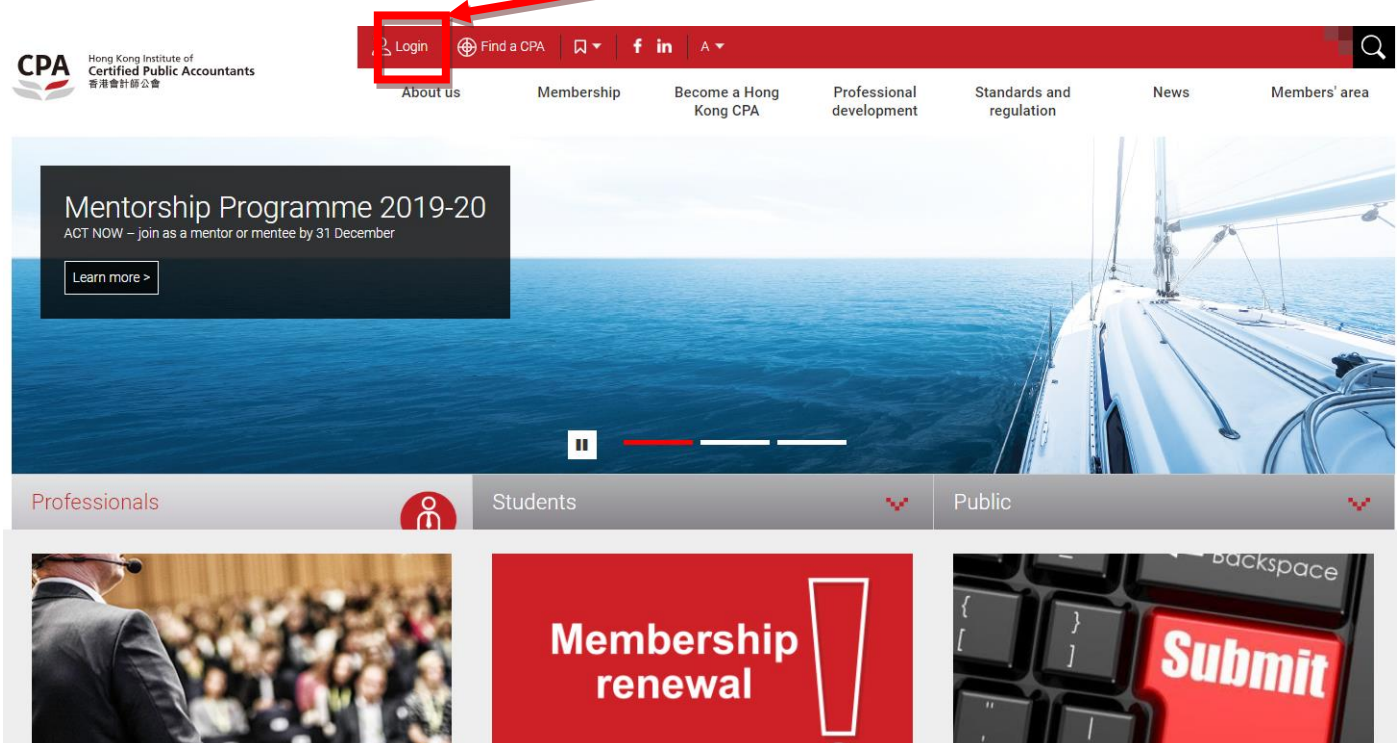
The password has been successfully revised!

Back to login

## Step 6:

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

Click "Login"



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Login Find a CPA f in A

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Mentorship Programme 2019-20  
ACT NOW – join as a mentor or mentee by 31 December  
Learn more >

Professionals Students Public

Membership renewal

Submit

## Step 7:

The screenshot shows a login interface with three input fields: "Login ID", "Password", and "Security code". Below these is a CAPTCHA image showing the characters "SHDJ". A "Refresh" link is positioned below the CAPTCHA. A "Login" button is located below the "Security code" field. A red box highlights the three input fields and the "Login" button. A red arrow points from a callout box to the "Security code" field. The callout box contains the following instructions:

1. Please enter:
  - a. Login ID
  - b. Password
  - c. Security code
2. Click "Login" button

Below the "Login" button, there are links for "Forgot password / username", "Re-send activation email", and "Register an account".

## 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.

 Enquiry	
IT Support:	(852) 2287-7800
General Enquiries:	(852) 2287-7228

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**".

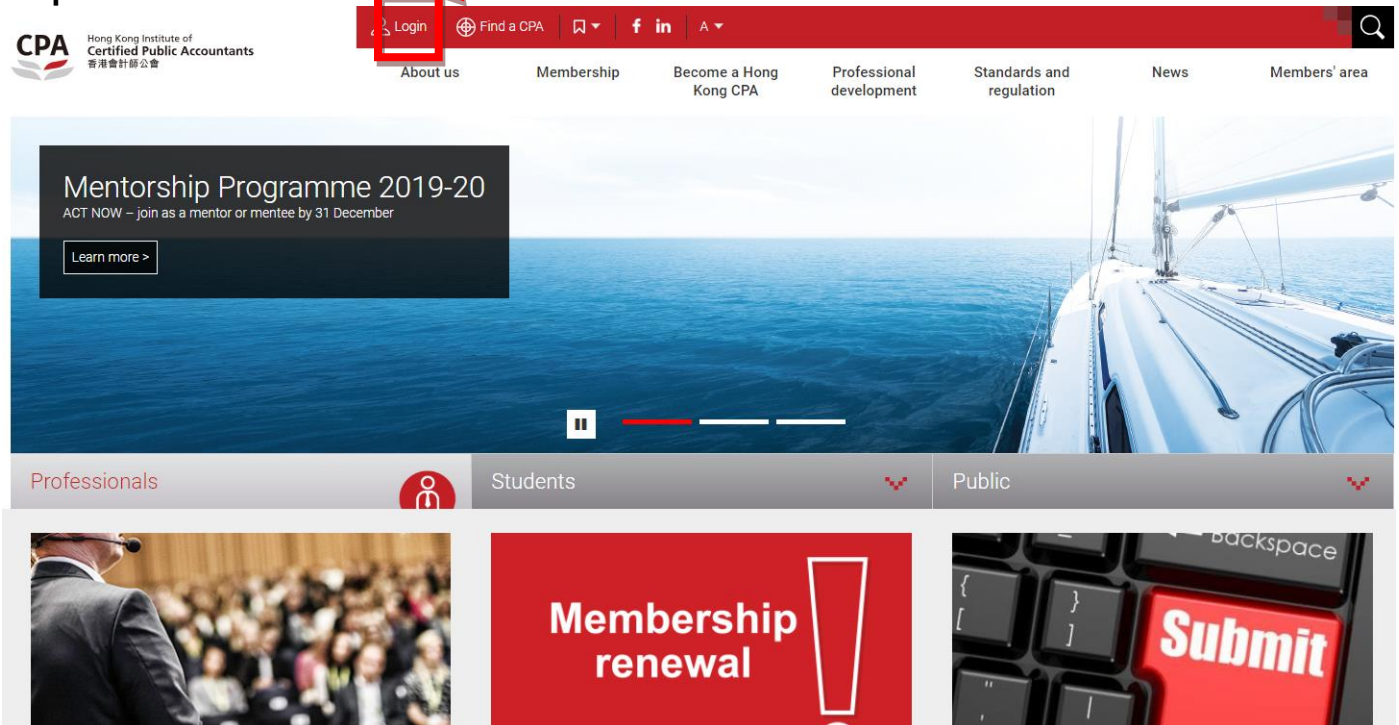


# How to activate your Login Account

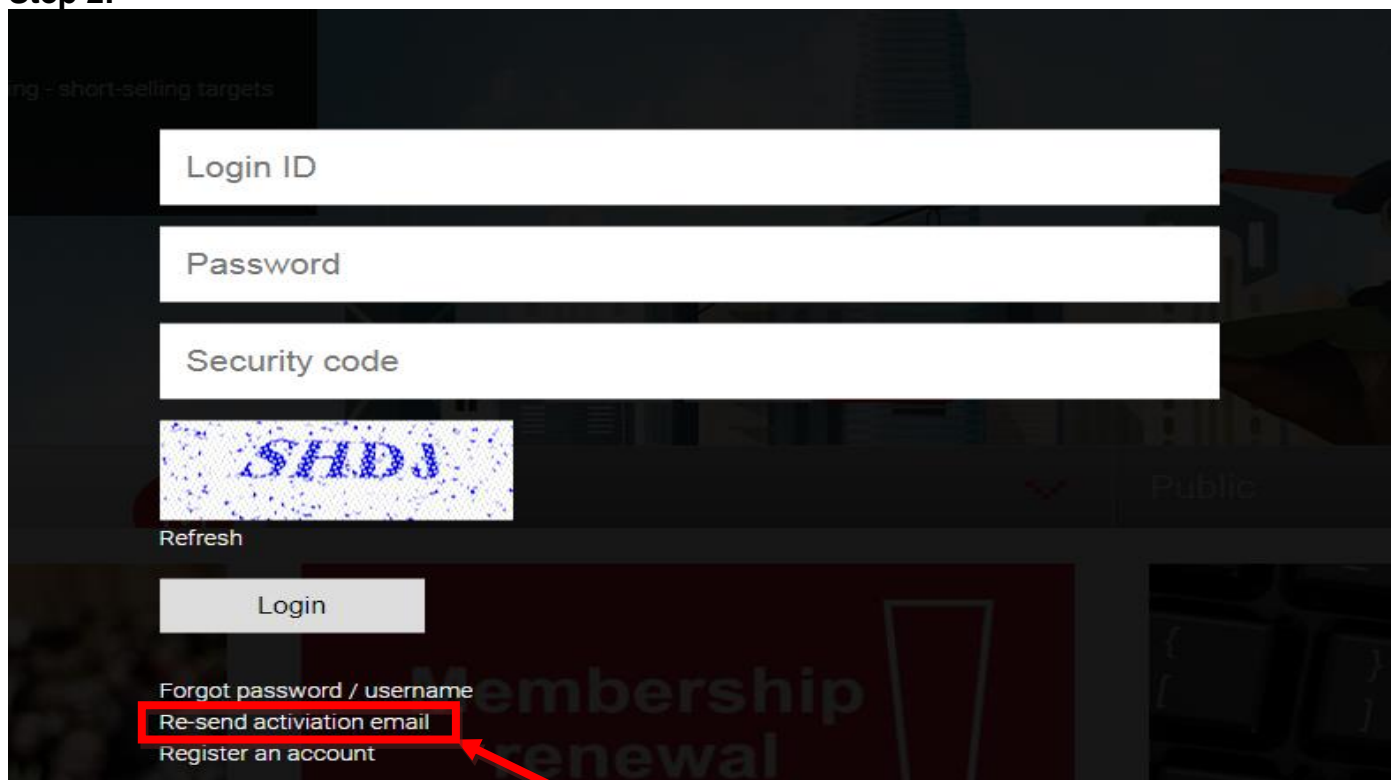
Go to the HKICPA website at <http://www.hkicpa.org.hk>

Click "Login"

## Step 1:

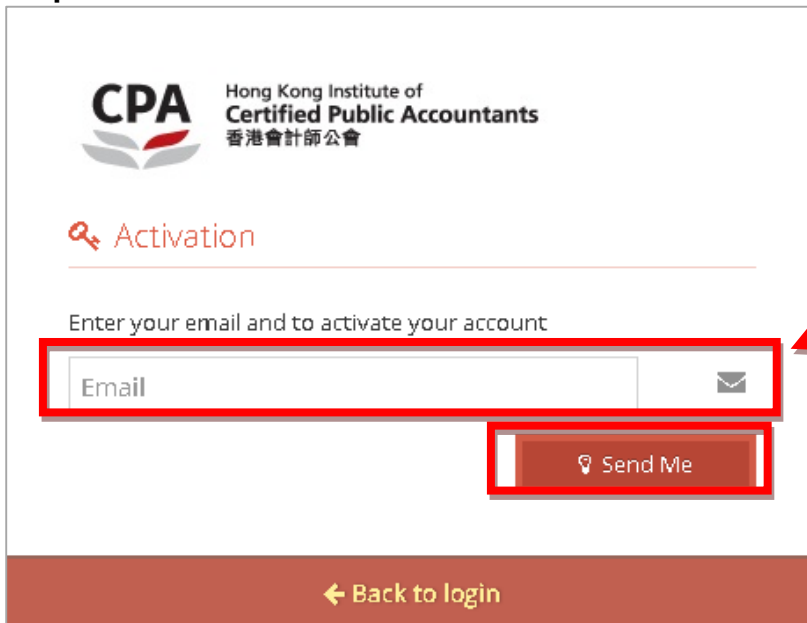


## Step 2:



Click "Re-send activation email"

### Step 3:



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Activation

Enter your email and to activate your account

Email

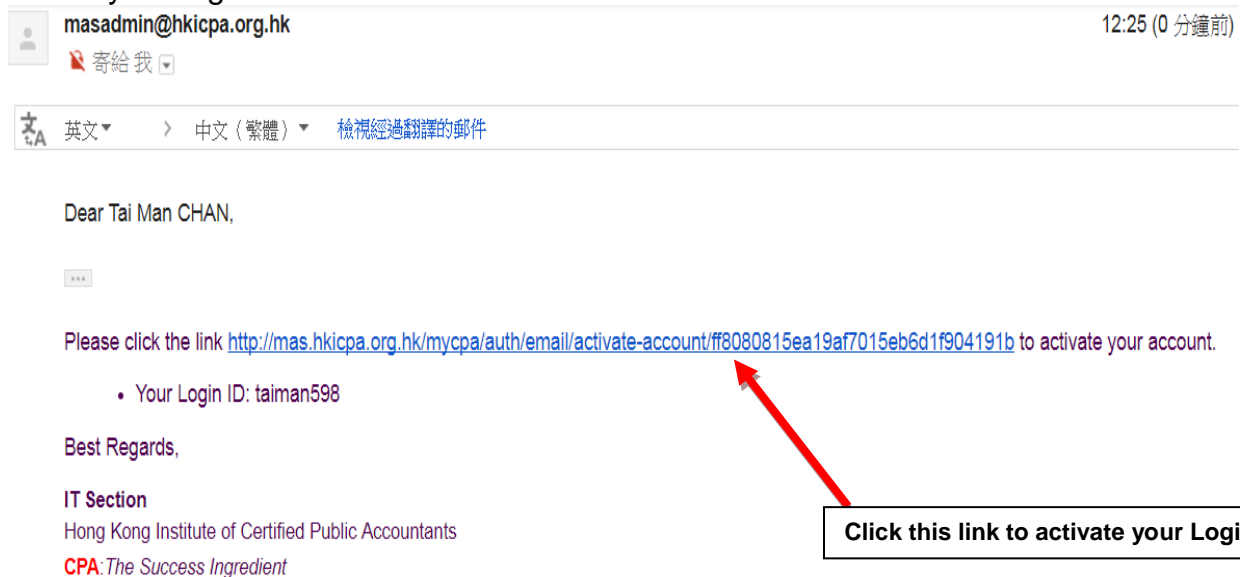
Send Me

← Back to login

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

### Step 4:

Check your registered email inbox



masadmin@hkicpa.org.hk 12:25 (0 分鐘前)

寄給我

英文 > 中文 (繁體) 檢視經過翻譯的郵件

Dear Tai Man CHAN,

...

Please click the link <http://mas.hkicpa.org.hk/mycpa/auth/email/activate-account/ff8080815ea19af7015eb6d1f904191b> to activate your account.

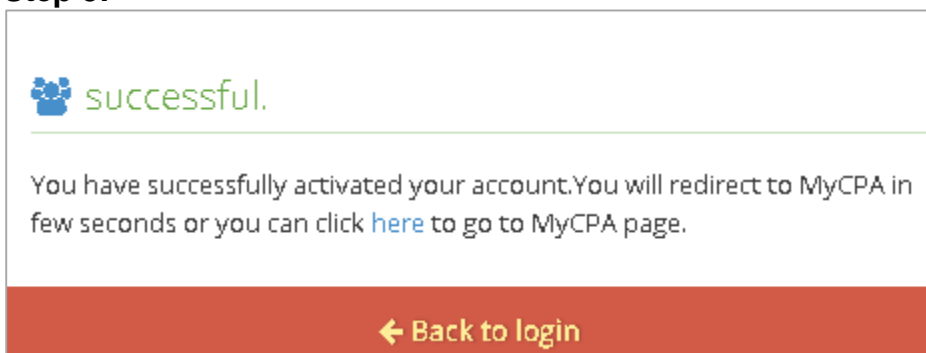
- Your Login ID: taiman598

Best Regards,

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

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.

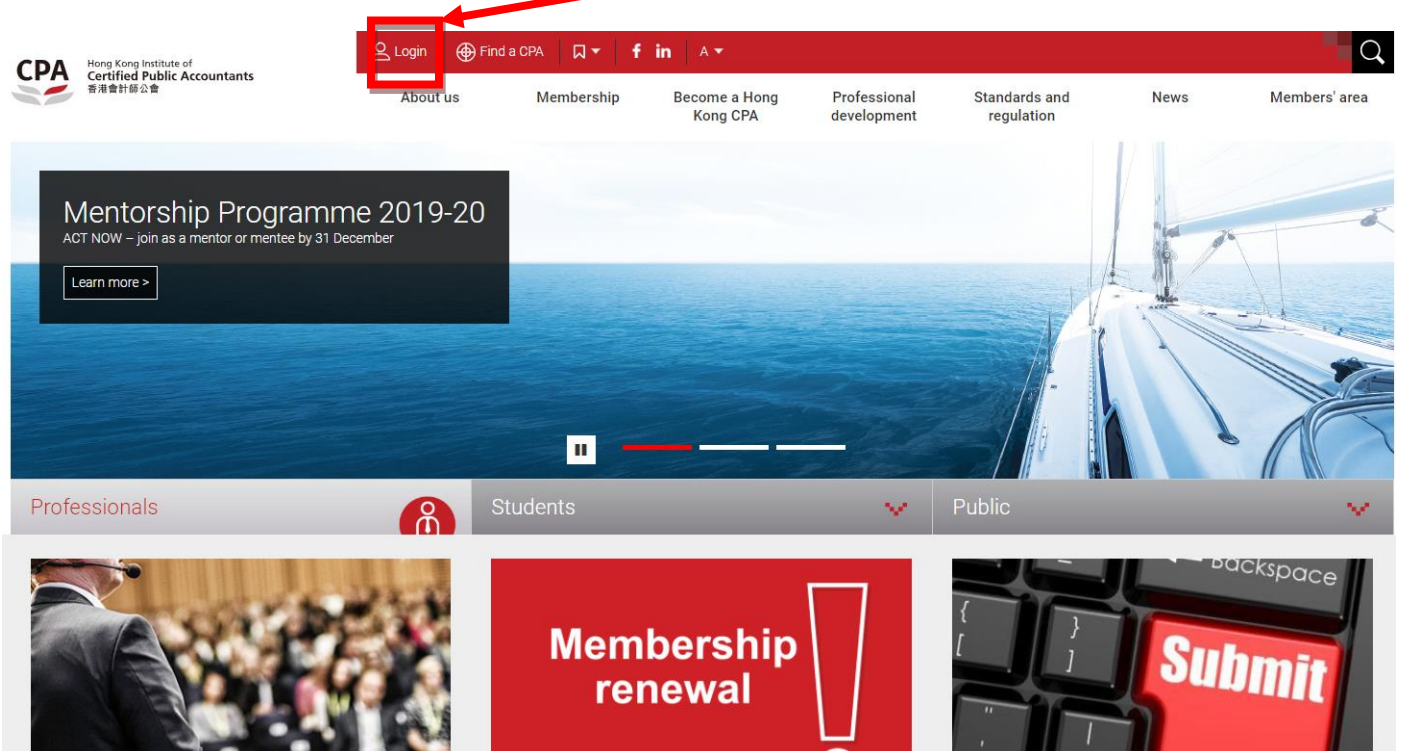
← Back to login



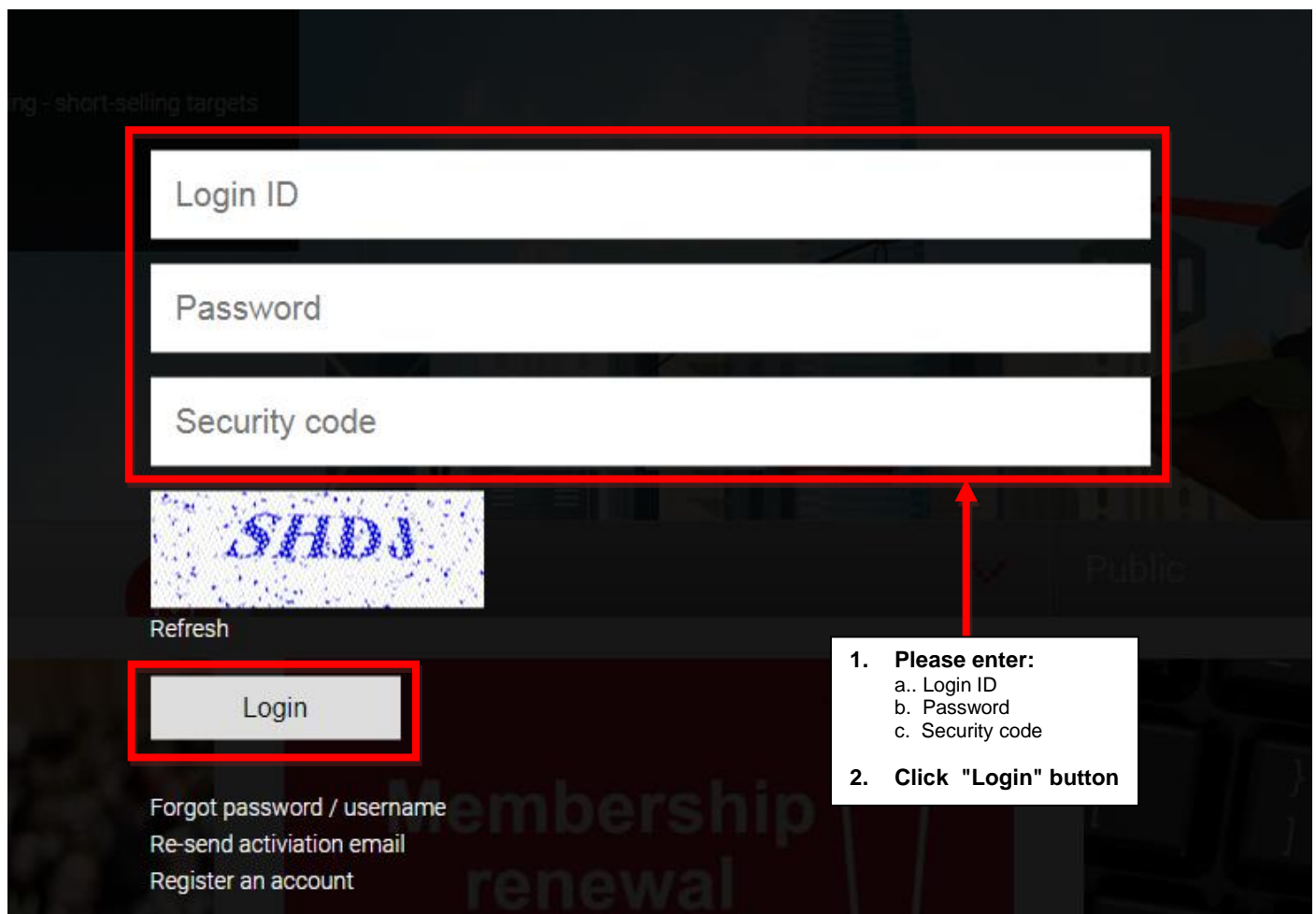
## Step 6:

Click "Login"

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



## Step 7:

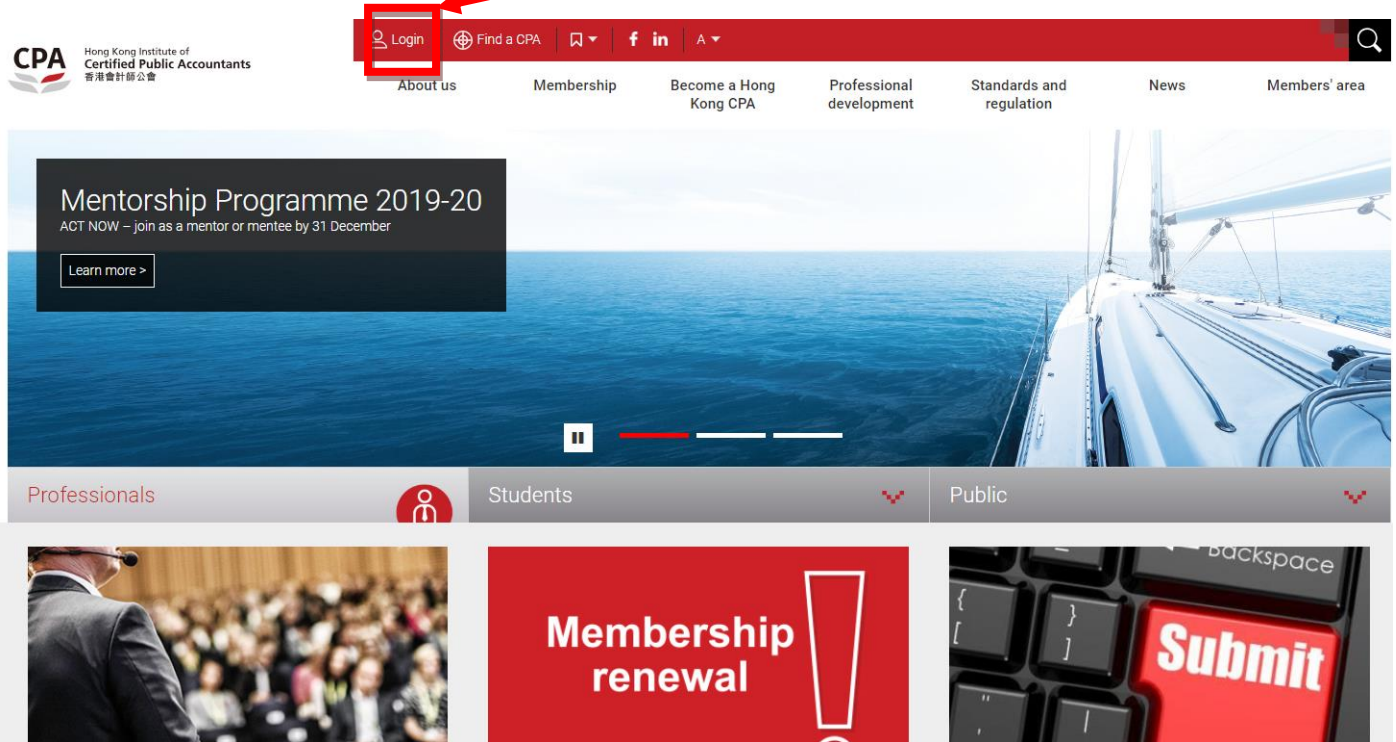


# How to change your Login ID and Password

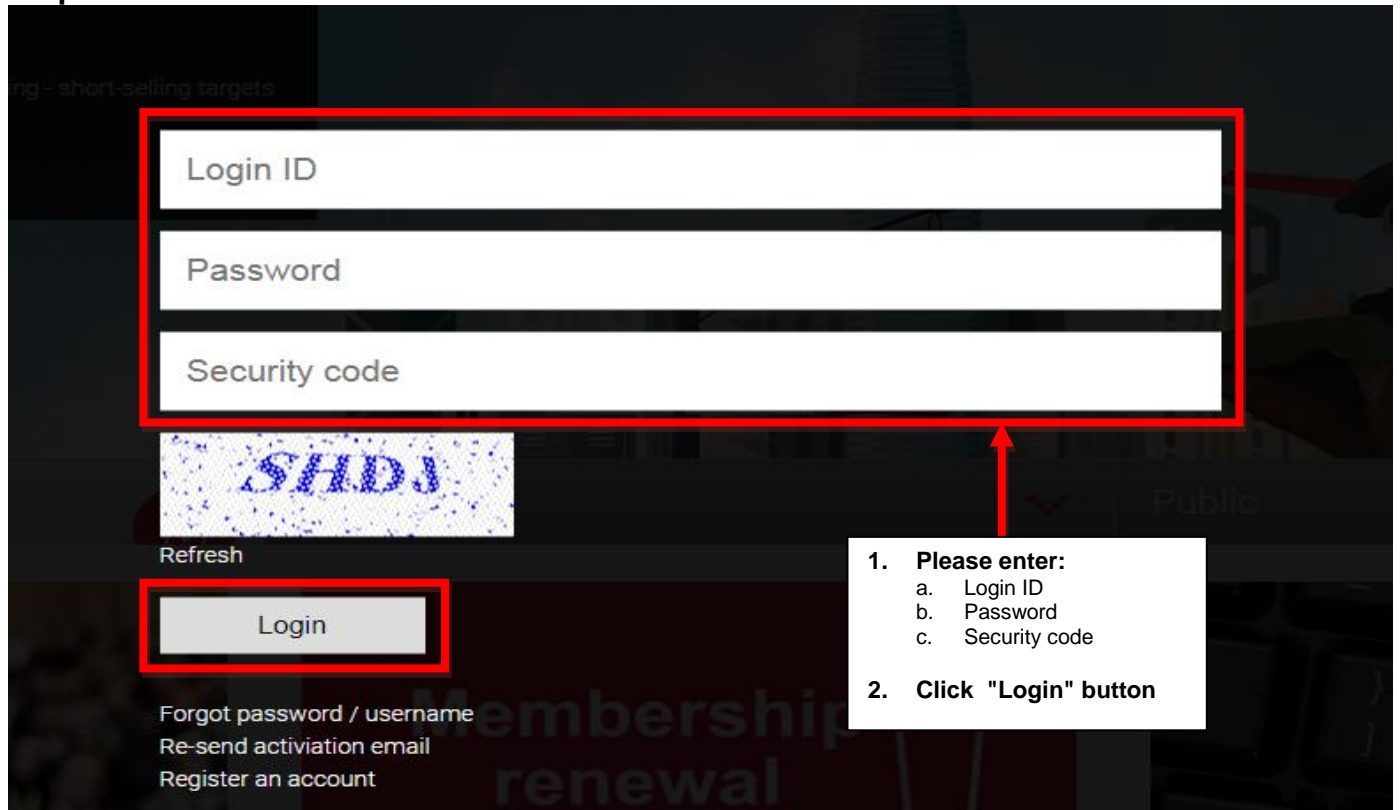
Go to the HKICPA website at <http://www.hkicpa.org.hk>

Click "Login"

## Step 1:



## Step 2:



### Step 3:

Click "Change Login ID / Password"

The screenshot shows the CPA website's navigation menu. The 'My Account' menu item is highlighted with a red box. A dropdown menu is open, and the 'Change password' option is highlighted with a red box. A red arrow points from the text 'Click "Change Login ID / Password"' to the 'Change password' option. The website header includes the CPA logo, navigation links (About us, Membership, Become a Hong Kong CPA, Professional development, Standards and regulation, News, Members' area), and a search bar.

### Step 4:

The screenshot shows the 'Change Login ID / Password' form. It contains three input fields: 'Current Login ID' (with 'test03' entered), 'New Login ID', and 'Current Password \*'. Below the 'New Login ID' field is a red annotation: 'Attention: If you do not want to change the Login ID, please leave the box blank.' Below the 'New Password' and 'Confirm Password' fields is a red annotation: 'Attention: If you do not want to change the Password, please leave the boxes blank.' At the bottom are 'Save' and 'Close' buttons. Three red arrows point from text boxes to the form fields: one to the 'New Login ID' field with the text 'To change to a new Login ID, please enter in this box; if not, leave it blank', one to the 'New Password' and 'Confirm Password' fields with the text 'To change to a new password, please enter twice in these boxes; if not, leave it blank', and one to the 'Current Password \*' field with the text 'Please enter your current password; then click the "Save" button to proceed'.