Go to [www.dcopla.com/accountancy](http://www.dcopla.com/accountancy). Under **Licensing Services**, click the link to the online portal.

**Log In** using your license number or email address and password.

If you do not know your password, Click **Forgot your password?**

Enter your license number as your User ID. Included letters and numbers with no space (CPA123456).

Check your e-mail inbox for a link to reset your password (check your Spam/Junk folder).

Follow the prompts to **Create A New Password**.

Log In to the system using your license number and **new password**.

Click the **My applications** tab in the upper left corner and select **Applications** from the dropdown tab.

Scroll and search for **Certified Public Accountant - Re-Examination Application**.

Click the orange **Begin** or **Continue** button to start the application.
Click **Not Claimed** to **Claim Examinations**

**Important**: if your exam is not claimed, you will not be able to submit your application.

Scroll to the **Examination** section and click **Select Exam(s)**.

Select the exams you want to take for this application.

**Important**: only select the parts you are ready to **pay for in full and take**.

Click the **Not Submitted** button to proceed to next step.

**Important**: if you are asked to claim your exam, please do so to turn your application.

Answer the **Affidavit Question** and verify your address.

To update the address, select **Update Address**.
Click the orange **Continue to Payment** button. Follow instructions to submit payment- **$65.00**

When you are ready to submit the application, click the orange **Submit** button.