



Colorado Certified Public Accountant licenses expire on November 30, 2013 and it is now time to renew your license to keep it in its current status until November 30, 2015.

**If you do not have a Social Security Number, follow the instructions below, if you do have a Social Security Number, proceed to step #1 below.**

**Licenses without a Social Security Number:** In the past, users without a United States Social Security Number (SSN) have not been able to renew their license using our online renewal system. However, with recent system changes this will now be possible. To make your record eligible to renew online, you are required to complete a Social Security Number Affidavit and return it to our office. This form no longer has to be notarized as it has in the past. You simply need to complete and sign the form. You may send the completed form to our office in the following ways:

•Scan the completed form and email it as an attachment to: [dora\\_dpo\\_onlinelicenses@state.co.us](mailto:dora_dpo_onlinelicenses@state.co.us)

Please make sure to enter "Social Security Number Affidavit" in the subject line and include your name, license type and license number along with a current mailing address and email address in the body of the email.

•You may mail the completed form along with your name, license type, license number and a contact email address to:

Division of Professions and Occupations  
ATTN: Division Wide Programs and Systems  
1560 Broadway, Suite 1350  
Denver, CO 80202

To access and download the Social Security Number Affidavit, please **Click Here** or call 303-894-7800 to request one.

Once received, we will email you your User ID and a password so that you may access the system. Please make sure that your contact information is correct within your account.

**To renew your license in its current status online, please follow the step-by-step instructions:**

1. **Be Prepared**—Gather needed documents or information, and set aside relaxed and uninterrupted time to focus on your renewal. After reading all the steps detailed below, go to [www.dora.colorado.gov/professions/onlineservices](http://www.dora.colorado.gov/professions/onlineservices). Or go to the bottom of the renewal webpage to "READY TO RENEW YOUR LICENSE? PRINT RENEWAL INSTRUCTIONS and CLICK HERE TO GO TO ONLINE SERVICES."

It is a good idea to print these renewal instructions for reference while you are renewing your license.

2. **Online Services**—Our new Online Services system was implemented July 1, 2012 and all users must register a new account. From this account, you can update your contact information, obtain information about your license and renew your license.
  - Click "Register" at [www.colorado.gov/dora/licensing/Default.aspx](http://www.colorado.gov/dora/licensing/Default.aspx) to create your new online account.
  - Click "Next" to register as an INDIVIDUAL. You will then be asked to enter your social security number and last name. Then click "Finish." If you get an error message stating "No Match Found", please contact the Division at [dora\\_dpo\\_onlinelicenses@state.co.us](mailto:dora_dpo_onlinelicenses@state.co.us) or call 303-894-2421 **DO NOT set up a new account.**
  - The User ID field will be populated with the User ID that is assigned to you. Please write down this User ID for use in the future. You can change this User ID at this time if you wish. To do so, delete the existing User ID that the system created and enter the User ID you would like and write it down for future use.

- Next, create a password, answer security questions and click "Create Account." Please write down this password. You may select from the optional questions provided in the dropdown that will best suit your memory. These questions are used in the event that you forget your password in the future.
3. **Verify Email Address**—To complete the registration of your account, you will have to verify your email address.
    - Once you have registered, an email will be sent to your address. Click on the link inside the email to validate your account. You may have to check your SPAM folder if you do not see it in your inbox. The email will come from **no-reply@www.colorado.gov**.
    - When you click the link you will be returned to Online Services.
  4. **Update Contact Information**—After your email is validated, you can update your address of record if needed. You should check to make sure we have accurate information as this is where we will mail your renewed license.
    - On the left side click on "Update Your Contact Information," click "Continue" or "Start." Then enter your new address, click "Next" and when done click on "Finish."
  5. **Renew Your License**—When you have finished all of the steps above, you will then click the link on the left side titled "Complete License Renewal."
    - On the left side, click on "Complete License Renewal." (If you have not completed all of the steps above, you will receive an error message. If you receive an error message, please follow the prompts to complete any outstanding steps and then return to "Complete License Renewal.")
    - Click on "Start" or "Continue" by the appropriate license type.
  6. **Affidavit of Eligibility**—Fill out the Affidavit of Eligibility by answering each question.
  7. **Attestation** – An attestation will display. Read the attestation that is specific to your license status, then click "Next."

**\*NOTE: You cannot change your status online.** You may call 303-894-2984 to request more information.

8. **Review** – A review screen will display when you have completed all renewal steps.
  - You can go back and update the information you have entered, or click on "Proceed to Payment" at the bottom of the screen.
9. **Pay Invoice**—After you have completed the renewal steps for all license types (if applicable) and added each license type to be renewed to the invoice (if applicable), you will be able to pay for your renewal. At this point, two red buttons "Pay Invoice" and "Print Invoice" will appear on the upper right side of the screen. Your Invoice Summary will also be displayed. (If you want a copy of your invoice, click on "Print Invoice" before you click proceed to pay.)

Click on the "Pay Invoice" button in the upper right corner.

10. **Payment** - You will pay for your renewal using our **secure payment system**. You must pay by Credit Card (Visa, Master Card, Discover, American Express), by Debit Card (as long as it bears the Visa or Master Card logo) or by Electronic Check (eCheck) by using your bank routing number and checking account number.
  - After entering your credit card/eCheck information and clicking "Continue" you will enter the appropriate billing information. Make sure to complete all required fields and click "Continue." Note: The required fields are designated by a red star.
  - You will then be able to review/verify your payment information on the following screen. If you need to make any changes/updates you can click the "Edit" button in the corresponding section. If all information is correct, click the "Agree/Continue" button at the bottom of the page to complete the transaction.

- While the payment is being processed, you will see a blue progress bar. Please do not click on anything until this screen closes automatically.
11. **Payment Confirmation** - Once complete, you will receive a confirmation page indicating your payment has been approved.
  12. **License Printing** – We will print your new license in our office and you will receive your renewed wallet license card by mail within approximately 7-10 days. You can verify your license on-line at our Online Services Verification Site by [clicking here](#) or by selecting 'Lookup a Colorado License' on the left within your account.

SOLE PROPRIETORS: If you are a sole proprietor, there will be an opportunity for you to report a trade name or a Doing Business As (DBA) name that will be added to the CPA license record. If you are a sole proprietor and have a trade name, please report that name to the Board. You can call 303-894-7800 or email [dora\\_accountancyboard@state.co.us](mailto:dora_accountancyboard@state.co.us)

For technical questions regarding our Online Services or if you experience problems with access to the system, please click this link: [Online Services Help](#). Or you may contact our helpdesk at: [dora\\_dpo\\_onlinelicenses@state.co.us](mailto:dora_dpo_onlinelicenses@state.co.us) or **303-894-2984** to request a manual renewal packet. If you have questions about a pending application, changing license status or other licensing issues, please contact the Office of Support Services at 303-894-7800.

DORA is dedicated to preserving the integrity of the marketplace and is committed to promoting a fair and competitive business environment in Colorado. **Consumer protection is our mission.**

