



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.

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's navigation bar and main content area. The navigation bar includes the CPA logo and links for About us, Membership, Become a Hong Kong CPA, Professional development, Standard setting, Thought leadership, News, and Members' area. A search icon is also present. The main content area features a sidebar with various links and two featured articles. The first article is titled "Overview for Authorized Employers and Authorized Supervisors" with a "Learn more >>" link. The second article is titled "Transitional Arrangements of the Revised PE Framework" with a "Learn more >>" link. Below the articles is a navigation bar with five 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). A blue arrow points down to the "PE Framework online system" button.

CPA

About us Membership Become a Hong Kong CPA Professional development Standard setting Thought leadership News Members' area

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

QP graduate

Overview for Authorized Employers and Authorized Supervisors

Learn more >>

Transitional Arrangements of the Revised PE Framework

Learn more >>

PE Framework online system

User guides for online system

Useful downloads/links

FAQ

Enquiries

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 screenshot shows the CPA login page. At the top left is the CPA logo and the text "Hong Kong Institute of Certified Public Accountants" and "香港會計師公會". Below this is the "Login" heading. There are three input fields: "Login ID", "Password", and "Captcha". The "Captcha" field contains a distorted image with the letters "XHYS" and the word "Another?". Below the input fields is a red "Login" button. At the bottom of the page, there are three links: "Forgot Password", "Re-send activation email", and "Register".

HKICPA member:
Use your Member login.

The screenshot shows the CPA page for non-members. At the top left is the CPA logo and the text "Hong Kong Institute of Certified Public Accountants" and "香港會計師公會". Below this is the heading "Acquire login ID and password". There is a text input field with the label "Please provide your email address:" and an envelope icon. Below this is a "Send Me" button. At the bottom of the page, there is a "Back to login" button.

Forgot Password

Re-send activation email

Register

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.

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

Illustrative example:

The screenshot displays the CPA PRE-PRO Self Service interface. At the top right, there are links for "Home" and "Sign Out". The main header includes the "CPA PRE-PRO" logo and a breadcrumb trail: "Main Menu > Self Service >". Below this, a folder icon is followed by the section title "Practical Experience". Underneath the title, the text "Practical Experience" is displayed. The main content area is a grid of seven items, each with a small icon and a redacted title. The items are arranged in three rows: the first row has three items, the second row has three items, and the third row has two items. The redaction covers the titles of all items, leaving only the icons visible.

1.2b Logging in for QP student

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

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

[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

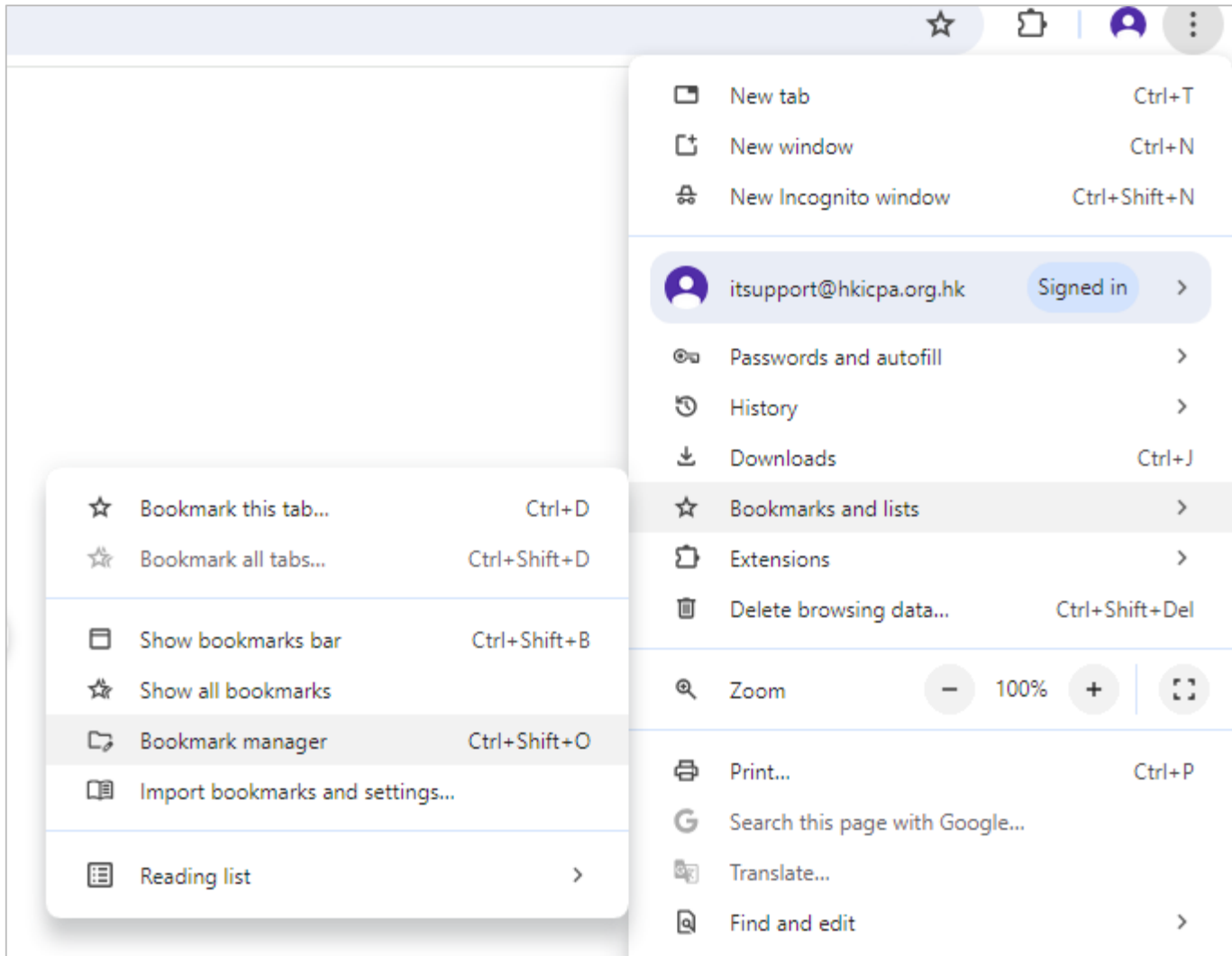
Practical Experience

Development Commitment
Development Commitment

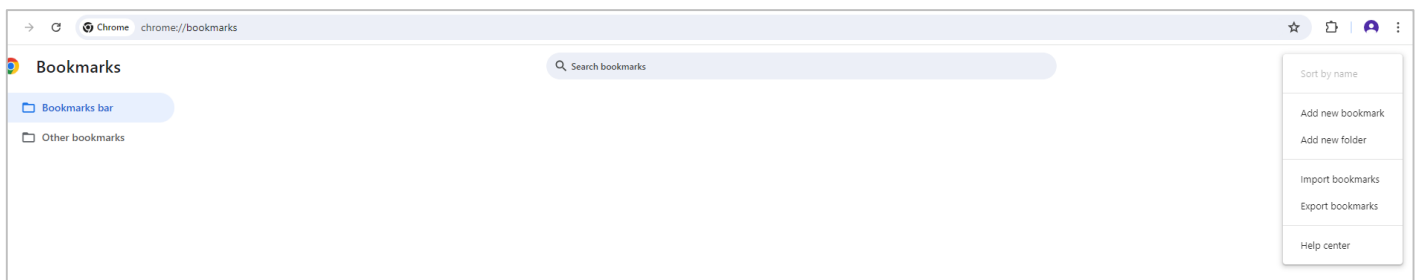
Training Record
Training Record

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

Add bookmark

Name

PEF Online System

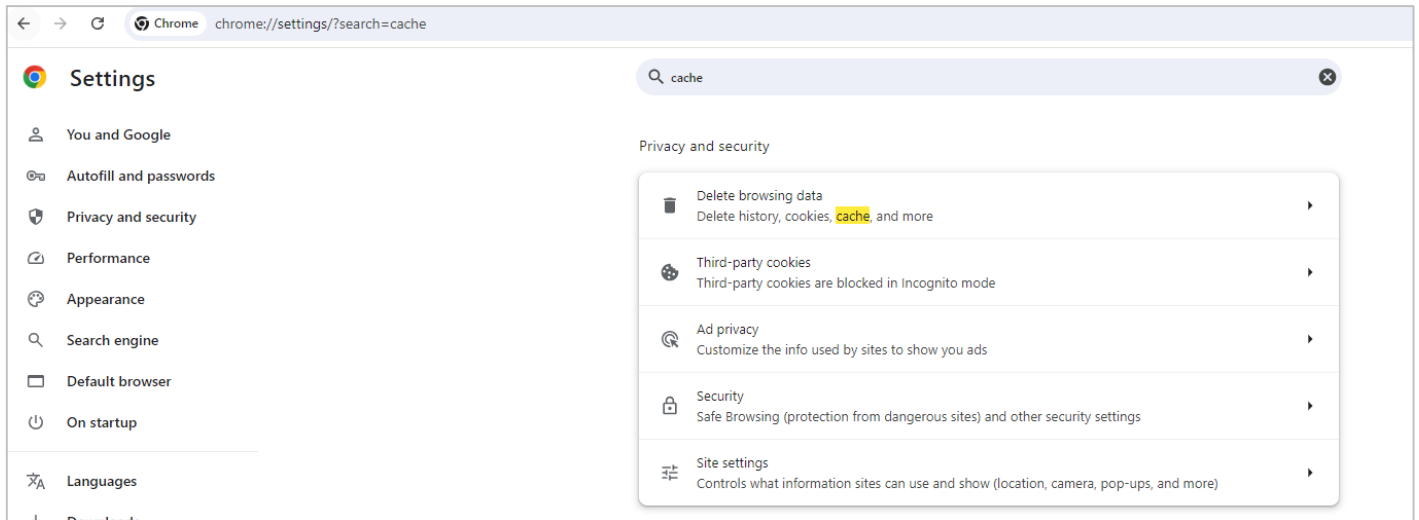
URL

https://mas.hkicpa.org.hk/mycpa/?redirect=https://sis.hkicpa.org.hk/psp/camappprda

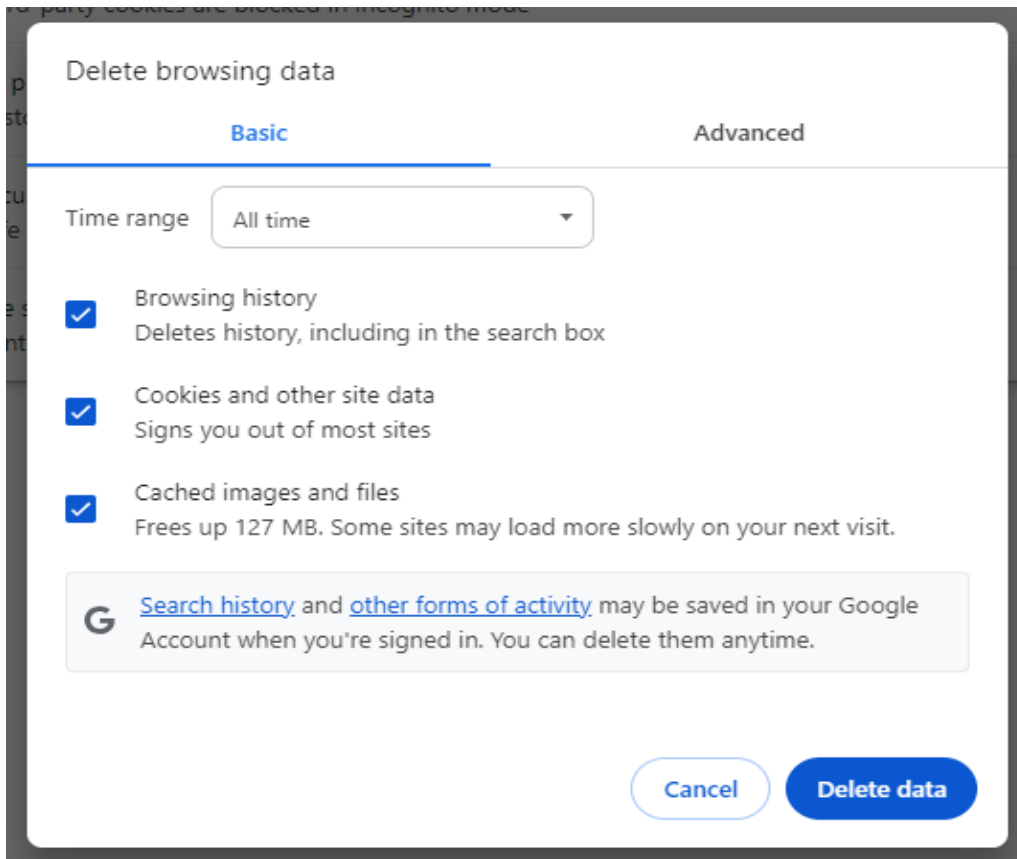
Cancel Save

3. Clear Chrome Cache

3.1 In your browser, select More > Settings



3.2 Choose Delete browsing data > Delete data



END