



IPA Registration Quick Guide

All independent public accounting (IPA) firms interested in expressing interest to bid on financial audits must register online and be approved by the Auditor of State's office.

Please note: IPA firm registration must be entered by a representative equivalent to a partner level for the firm.

To register with the Auditor of State's office, [CLICK HERE](#) and select **Register Now**. The following webpage will open (Figure 1).

The screenshot shows the 'Independent Public Accountant (IPA) Registration' page. At the top left is the 'DAVE YOST OHIO AUDITOR' logo, and at the top right are 'Register' and 'Log in' links. The main content area has a blue header with the title 'Independent Public Accountant (IPA) Registration'. Below this is a welcome message and a list of required information for registration. A green 'Begin Registration' button is highlighted with a blue arrow pointing to it from a text box that says 'Select to begin registration process'. At the bottom left, there is a 'Quick Guide - IPA Registration' section with a 'Learn more »' button. At the bottom right, there is a 'Problems with your firm's registration?' section with the contact email 'IPACorrespondence@ohioauditor.gov'.

Figure 1

After reading the instructions, click the **Begin Registration** button. The following webpage will open (Figure 2).



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Enter your firm's information (Figure 2). The Firm Name will be the official firm name used on all documents/correspondence created through the IPA Portal.

DAVE YOST
OHIO AUDITOR

Register Log

Independent Public Accountant (IPA) Registration

Firm Information

Do you have an office with an Ohio presence?: Yes No

Firm Name:

Firm Type:

Firm FEIN or Tax ID:

State Registration #:

State of registration:

Is this an MBE/EDGE Firm?: Yes No

Cancel Next

Complete all fields prior to selecting Next to move on to the subsequent screen (Figure3)

Ensure Firm Name is accurate.

Figure 2

Once all Firm Information has been entered, select the **Next** button and the following webpage will open (Figure 3).

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OHIO AUDITOR

Register Log

Independent Public Accountant (IPA) Registration

Registering Partner Information

First Name:

Last Name:

Title:

Email:

Phone Number:

User Name:

Password:

Confirm password:

Cancel Back Next

Create a User Name and password. Password must be at least six (6) characters long.

Figure 3

Once Registering Partner Information has been entered, select the **Next** button and the following webpage will open (Figure 4).



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Register Log in

Independent Public Accountant (IPA) Registration

You must register your Ohio office. Additional office locations may be added to the IPA Portal after the firm is registered and AOS approved is received.

Ohio Office Information

Address:

Address2:

City:

State:

Zip Code:

Partners:

Managers:

In Charge/Seniors:

Assistants:



Cancel 

Figure 4

 Select the **Finish Initial Registration** button. The following webpage will open (Figure 5).

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IPA Home Update Firm

IPA Account Registration

Your firm's initial IPA Portal account has been created. Note: The registration process is NOT complete. You will be required to upload PDF copies of:

- The firm's Equal Employment Policy
- The firm's Policy on Auditor Independence (Government Auditing Standards)
- The firm's most recent external quality control review report (Note: the review report must state it is in accordance with Government Auditing Standards and be dated within the last three (3) years)
- If an MBE or EDGE firm, the related Ohio DAS Certification.

These documents will be reviewed prior to approval by the Auditor of State

Select "Go to IPA application" to log in to the IPA Portal.




Figure 5

 Select the **Go to IPA application** button to log in to the IPA Portal.



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The following webpage will open (Figure 6).

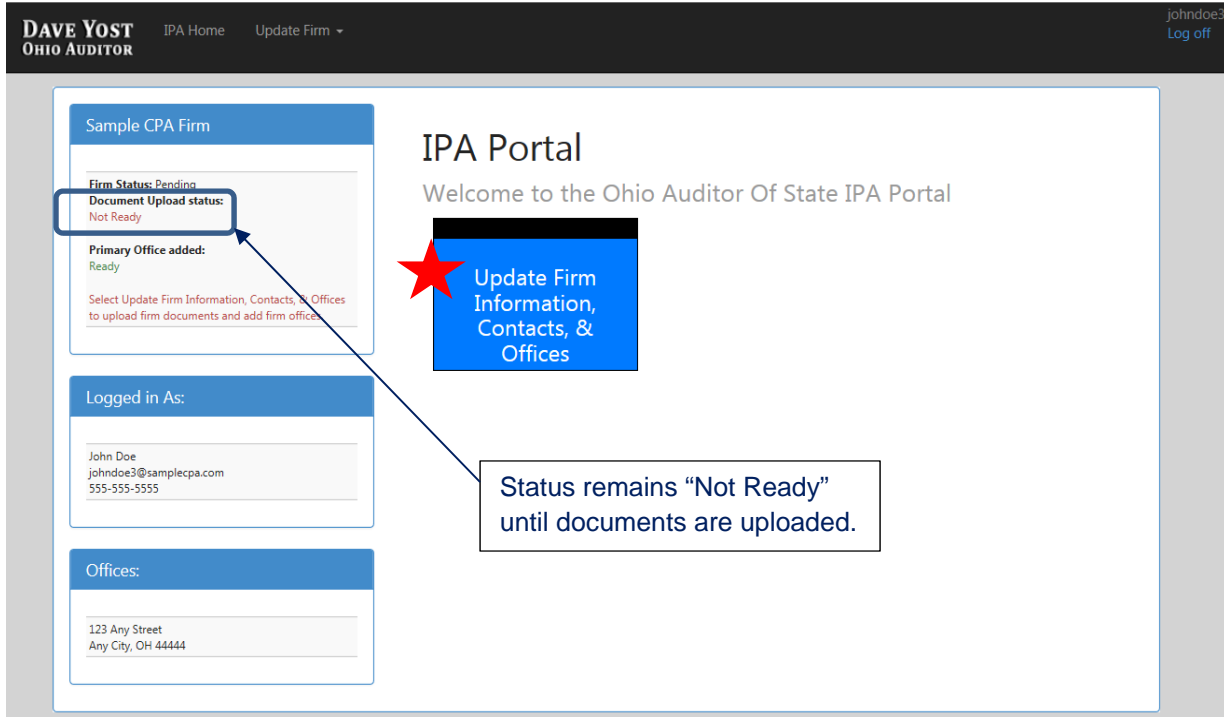


Figure 6

★ Click the **Update Firm Information, Contacts, & Offices** block (Figure 6). The following webpage (Figure 7) will open.

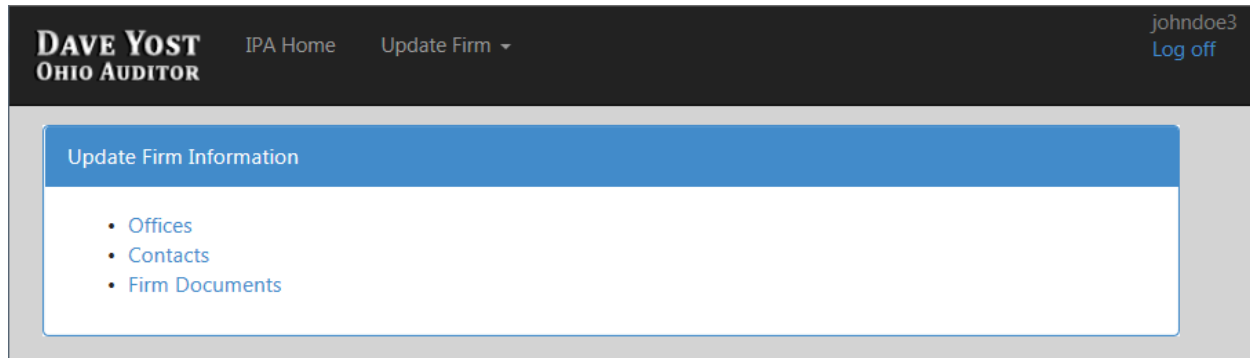


Figure 7

Note: Additional offices and firm contacts may be added once the firm has registered and AOS approval is received. Refer to the [Guide to the IPA Portal](#) for guidance.



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Upload Firm Documents

Select the **Firm Documents** link (Figure 7). The following webpage (Figure 8) will open. Documentation that must be uploaded are: Equal Employment Policy, GAGAS Policy on Auditor Independence, and GAGAS Peer Review Report. Uploading a MBE/EDGE certificate is required only for those firms who are MBE/EDGE certified.

DAVE YOST OHIO AUDITOR IPA Home Update Firm

The firm's Statement of Policy indicating commitment to Equal Employment Opportunity:

Status	File Name	Added By	Added Date
There is currently no equal Employment Opportunity documents on file for this firm. Please add one below:			
Add New PDF:	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>

The firm's policy on auditor independence specific to Government Auditing Standards:

Status	File Name	Added By	Added Date
There is currently no qual Government Auditing Standards documents on file for this firm. Please add one below:			
Add New PDF:	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>

A copy of the firm's most recent external quality control review (Government Auditing Standards):

Status	File Name	Added By	Added Date
There is currently no external quality control review documents on file for this firm. Please add one below:			
Add New PDF:	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>

A copy of the firm's most recent Certification Of Qualified Minority Business:

Status	File Name	Added By	Added Date
There is currently no Certification Of Qualified Minority Business documents on file for this firm. Please add one below:			
Add New PDF:	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>

Once all firm documents have been uploaded, select IPA Home to finalize firm registration.
 Note: Changes submitted on this Update Documentation page must be reviewed and accepted by the AOS; therefore, changes will firm's account.

To upload a new document, 1) select Browse to locate the file and 2) select Upload. "File was uploaded" will be reflected at the top of screen for successful uploads. The file will be reflected as "Pending" until reviewed and accepted by AOS. (Figure 9)

A "remove" option will be available until the document is accepted by AOS. (Figure 9)

Figure 8

DAVE YOST OHIO AUDITOR IPA Home Update Firm

Firm Documents

File was uploaded.

Note: All documents attached MUST be in PDF format

The firm's Statement of Policy indicating commitment to Equal Employment Opportunity:

Status	File Name	Added By	Added Date	
Pending	test EEO.pdf		11/9/2015 1:34:14 PM	Remove

The firm's policy on auditor independence specific to Government Auditing Standards:

Status	File Name	Added By	Added Date	
Pending	test independence.pdf		11/9/2015 1:35:42 PM	Remove

A copy of the firm's most recent external quality control review (Government Auditing Standards):

Status	File Name	Added By	Added Date	
Pending	test peer report.pdf	johndoe3	11/9/2015 1:35:55 PM	Remove

A copy of the firm's most recent Certification Of Qualified Minority Business:

Status	File Name	Added By	Added Date	
Pending	test mbe.pdf	johndoe3	11/9/2015 1:36:31 PM	Remove

Once all firm documents have been uploaded, select IPA Home to finalize firm registration.
 Note: Changes submitted on this Update Documentation page must be reviewed and accepted by the AOS; therefore, changes will not be immediately reflected in your firm's account.

Once all firm documents have been uploaded, select the **IPA Home** link to finalize firm registration as instructed below.

Figure 9



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After all required documents have been uploaded, the Document Upload status will reflect “Ready” (Figure 10).

Sample CPA Firm

Firm Status: Pending

Document Upload status: Ready

Primary Office added: Ready

Submit for Auditor of State approval

Update Firm Information, Contacts, & Offices

IPA Portal

Welcome to the Ohio Auditor Of State IPA Portal

Logged in As:

John Doe
johndoe3@samplecpa.com
555-555-5555

Offices:

123 Any Street
Any City, OH 44444

456 Oak Street
Tree City, OH 55555

Select the Submit for Auditor of State approval button to finalize firm registration

Figure 10

The notice “Your firm has been submitted for approval. You will not be able to log onto the IPA application again until you have been approved” will be reflected (Figure 11).

Register Log in

Your firm has been submitted for approval. You will not be able to log onto the IPA application again until you have been approved.

IPA Portal

Welcome to the Ohio Auditor Of State IPA Portal

User Name

Password

Remember me? [Forgot Password](#)

Log in

Quick Guide - IPA Portal

Click below for the Guide to the IPA Portal

[Learn more >>](#)

AOS will review the firm's registration and all uploaded documents. If approved, an email will be sent to the partner who submitted the registration acknowledging approval and access to the IPA Portal will be granted. If denied, an email will be sent with reason(s) for denial.

Figure 11