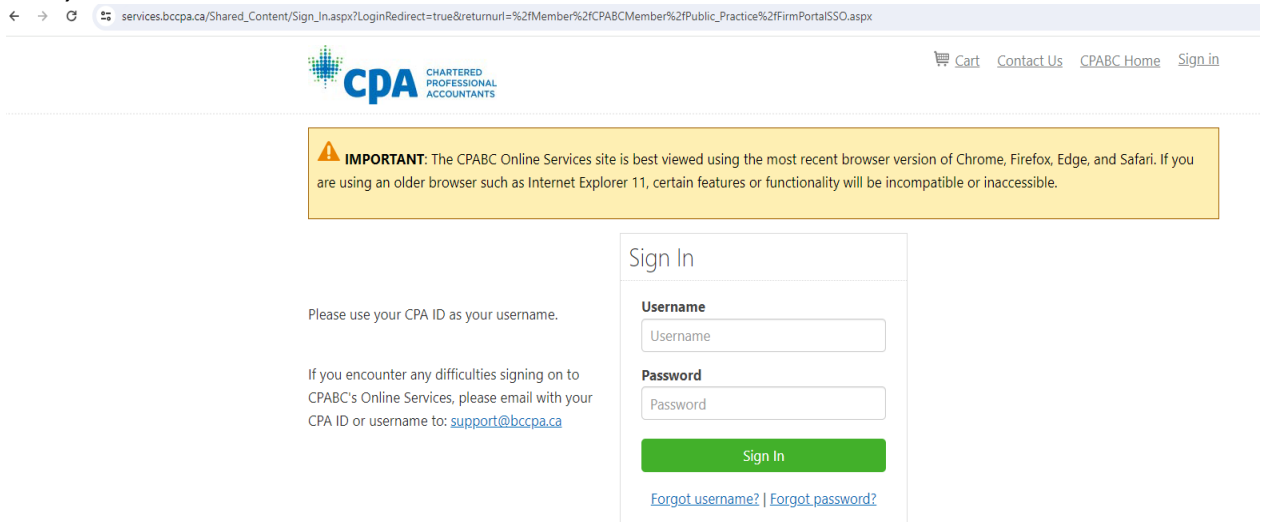


PRACTICE REVIEW – FIRM PORTAL INSTRUCTIONS

1. Navigate to the following URL: <https://prs.bccpa.ca/firm-portal>
2. Log in to your CPABC Online Services account with your username and password.

If you encounter any difficulties signing into CPABC's Online Services, please email support@bccpa.ca with your CPA ID or username.



← → services.bccpa.ca/Shared_Content/Sign_In.aspx?LoginRedirect=true&returnurl=%2fMember%2fCPABCMember%2fPublic_Practice%2fFirmPortalSSO.aspx

CPA CHARTERED PROFESSIONAL ACCOUNTANTS

Cart Contact Us CPABC Home Sign In

IMPORTANT: The CPABC Online Services site is best viewed using the most recent browser version of Chrome, Firefox, Edge, and Safari. If you are using an older browser such as Internet Explorer 11, certain features or functionality will be incompatible or inaccessible.

Please use your CPA ID as your username.

If you encounter any difficulties signing on to CPABC's Online Services, please email with your CPA ID or username to: support@bccpa.ca

Sign In

Username
Username

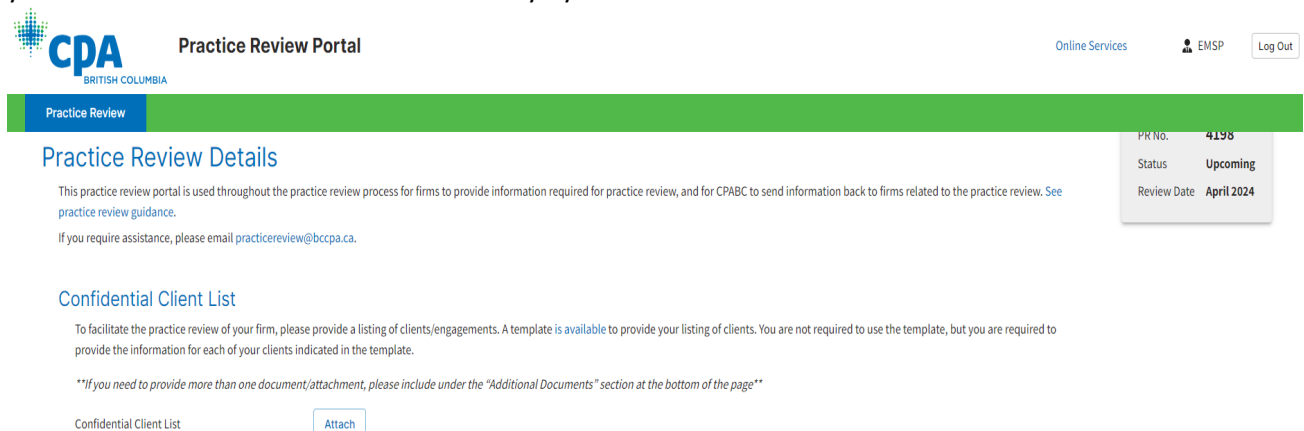
Password
Password

Sign In

[Forgot username?](#) | [Forgot password?](#)

Client List Submission:

Upon successfully logging in (Step #2 above), you will be directed to the home screen where you can submit your client list which will be received directly by the CPABC Practice Review team.



CPA BRITISH COLUMBIA Practice Review Portal

Online Services EMSP Log Out

Practice Review

Practice Review Details

This practice review portal is used throughout the practice review process for firms to provide information required for practice review, and for CPABC to send information back to firms related to the practice review. See [practice review guidance](#).

If you require assistance, please email practicereview@bccpa.ca.

Confidential Client List

To facilitate the practice review of your firm, please provide a listing of clients/engagements. A template is available to provide your listing of clients. You are not required to use the template, but you are required to provide the information for each of your clients indicated in the template.

If you need to provide more than one document/attachment, please include under the "Additional Documents" section at the bottom of the page

Confidential Client List

PR No.	4198
Status	Upcoming
Review Date	April 2024

3. Under the "Confidential Client List" section, click the "Attach" button.
4. Locate the saved client list file found on your computer and select it by clicking on the file name to upload. If an incorrect file is selected, this can be removed by hovering over the document title and clicking the 'trash bin' icon, *prior* to submitting.
5. Click "Submit".

Client List Submission Notes:

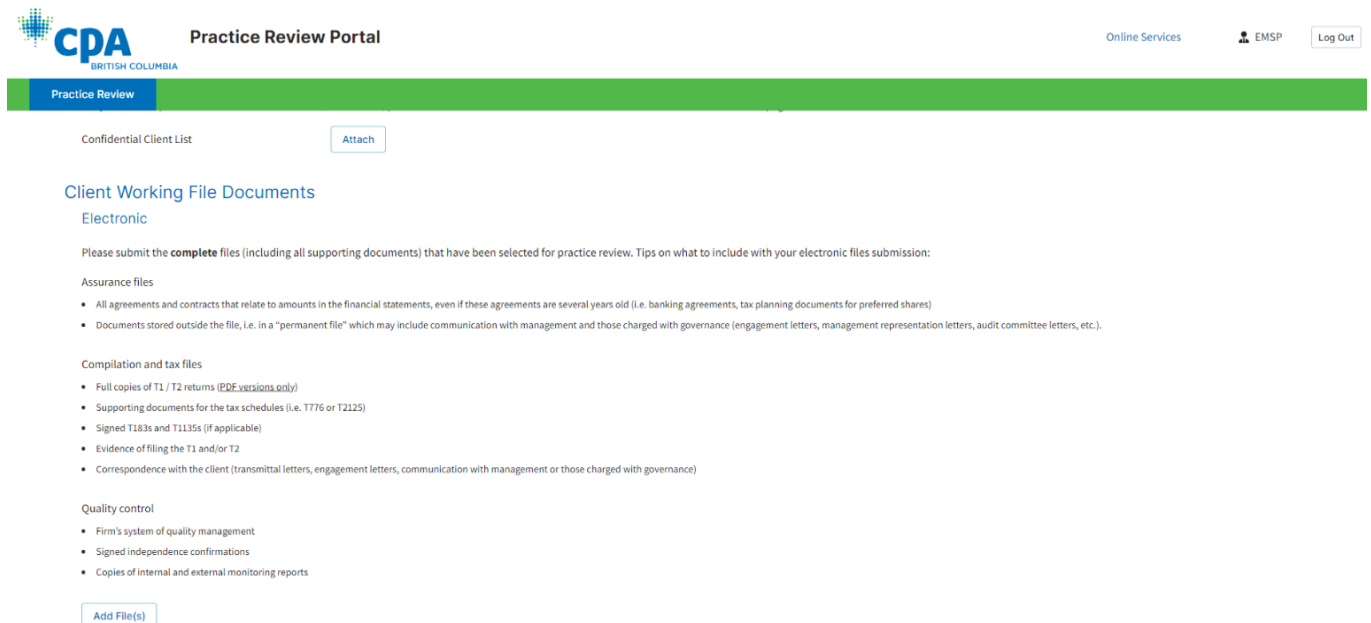
- CPABC client list template can be found here: [Practice Review Guidelines Templates \(bccpa.ca\)](http://www.bccpa.ca/Practice-Review-Guidelines-Templates)
- File formats accepted: Word, Excel, and PDF (only).
- For your client list submission, we are unable to receive multiple documents so please ensure your submission only consists of **one** document.
- There is no requirement to password protect your client list as the portal is secured.
- If you submit a document in error, please contact the Practice Review Team at practicereview@bccpa.ca to reset the submission process.

Inspection Files and System of Quality Management (“SQM”) Submission:

Your client files (as selected by your practice review officer) and SQM will also be submitted through the Firm Portal under the “**Client Working File Documents**” section (*see screenshot below*):

6. Under the "Client Working File Documents" section, click the "Attach File(s)" button.
7. Locate the appropriate client file(s) on your computer and select it by clicking on the file name to upload. If submitting a series of documents (Word, PDF, Excel, etc.) please ensure to upload these documents together in zipped folders, **with 1 zipped folder per client file**.
 - a. If you are submitting a Caseware file, please ensure the file is compressed.
 - b. If you are using Caseware Cloud, prior to submitting the file, you must go into the file and disable the security via Tools -> Protection -> “Turn Cloud Protection Off”
 - c. Files with the any of the following characters will be rejected: " * : < > ? / \ | # %
 - i. If needed, it is safe to use both dashes (-) and underscores (_) in filenames in SharePoint
 - d. Leading and trailing spaces in file or folder names are not allowed
 - e. SharePoint has a URL character limit of 255 characters
8. Click “Submit”.

Screenshot below for reference:



The screenshot shows the CPA Practice Review Portal interface. At the top, there is a navigation bar with the CPA logo, the text 'Practice Review Portal', and links for 'Online Services', 'EMSP', and 'Log Out'. Below the navigation bar is a green header with 'Practice Review'. The main content area shows a 'Confidential Client List' section with an 'Attach' button. Below this is the 'Client Working File Documents' section, which is currently set to 'Electronic'. A message states: 'Please submit the **complete** files (including all supporting documents) that have been selected for practice review. Tips on what to include with your electronic files submission:'. Underneath, there are three categories of required documents: Assurance files, Compilation and tax files, and Quality control. Each category has a list of specific requirements. At the bottom of the page, there is an 'Add File(s)' button.

Inspection Files Submission Notes:

Please only submit **completed** files (which should include a copy of the final signed financial statements (“FS”) and the Caseware file, if relevant) that have been selected for practice review. Additional considerations to include with your electronic submission:

Assurance Files:

- All agreements and contracts that relate to amounts or disclosures in the FS, even if these agreements are several years old (i.e. banking/lender agreements, tax planning documents for preferred shares)
- Documents that may be stored outside the Caseware file (i.e. in a “permanent file” which could include communication with management and those charged with governance – engagement letters, management representation letters, audit committee letters, etc.)

Compilation and Tax Files:

- Full copies of T1 and/or T2 returns (**PDF versions only**)
- Supporting documents for the tax schedules (i.e. T776 or T2125)
- Signed T183s (if tax returns were filed electronically)
- Evidence of filing the T1 and/or T2
- Correspondence with the client (transmittal letters, engagement letters, communication with management or those charged with governance)

System of Quality Management:

- Copy of the firm’s system of quality management
- Signed staff independence confirmations
- Copies of the most recent annual and cyclical monitoring reports