How to Create Your NC State Board of CPA Examiners Dashboard Account
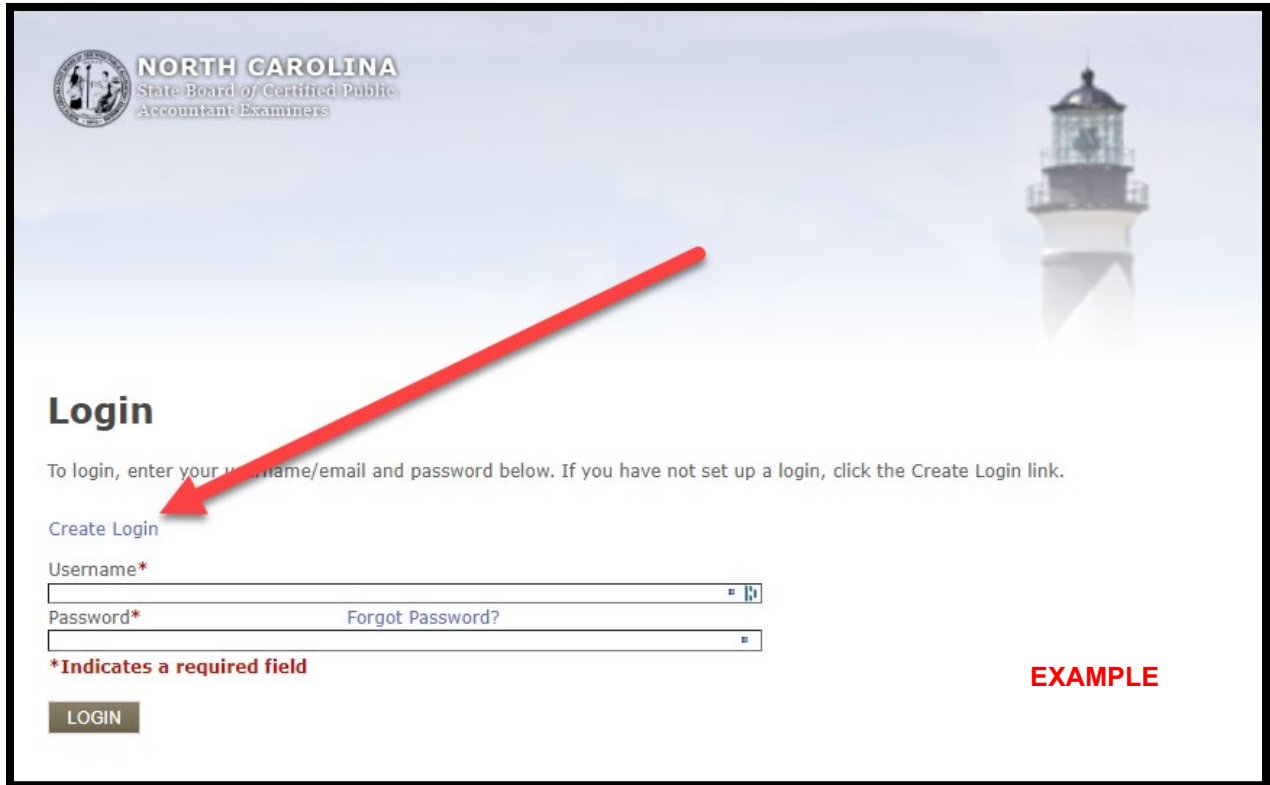
1) Navigate to the [NC CPA Board Dashboard (glsuite.us)](#)

2) You will be presented with the login and account creation page for the Dashboard. You must click "Create Login" to set up your account. Fields with an asterisk (*) are required fields.

3) Click the link to "Create Login." You will be presented with the screen to begin account creation.

4) Enter the last four (4) digits of your social security number in the first box.

5) Enter your date of birth (using the MM/DD/YYYY format) or choose the date from the calendar presented.

6) Enter your last name in the third box.

7) Click "Next."

8) You will be presented with a screen to set your password and security questions. Enter all required information, including your email address (which will be your username) and your new password, and select the three (3) security questions you prefer and enter the answers to each. Your password must be at least eight (8) characters and contain at least one (1) of each of the following characters: upper case letter, lower case letter, a number, and one unique character such as #, *, !, $, etc. Click "Save" when done to create the account.

NORTH CAROLINA
State Board *of* Certified Public
Accountant Examiners

Create A Login Account

Please fill in the following information to create your online login account.

Enter an Email. This will act as your login username.

Email*

Confirm Email*

Enter a password. The password must be at least 8 characters long and contain at least one of each of the following: one upper case letter, one lower case letter, one number and one unique character (ex. *, #, !). **Make a note of your password as you will need it to login.**

Password*

Confirm Password*

Select three security questions and enter the answers. If you forget your password, you will be required to answer these questions to reset it.

Security Question 1
In what city was your father born in? *
Security Answer 1*

Security Question 2
 *
Security Answer 2*

EXAMPLE

Security Question 3
 *
Security Answer 3*

***Indicates required field.**

On click of Save you will be directed back to the Login Page.

Click Back to exit or cancel. By clicking Back your information will not be saved.

BACK   SAVE

9) After clicking "Save" and creating your account, the system will return you to the login page. The system will not acknowledge that the account was created. The system will give an error message if the account is not created.

10) To log in to your Dashboard account, enter the email address you selected as the username and enter the password you set. Click "Login."
11) You will be presented with your new State Board of CPA Examiners Dashboard. As more services are developed, they will be added to the Dashboard. Current functionality accessible through the Dashboard is Address and Phone Number Change for yourself and any firm for which you are designated as office supervisor. You may also print a duplicate renewal receipt from your last individual CPA license renewal. Please use the navigation buttons inside the dashboard rather than your browser's back button and other controls.

EXAMPLE

NORTH CAROLINA
State Board of Certified Public Accountant Examiners

Dashboard

Ima D. _Tester   LOGOUT

Welcome to the North Carolina State Board of CPA Examiners Online Services site.

To begin a new application process, click the appropriate application link below.
To begin the renewal process, click the Renew link next to the license you would like to renew.
To update your Physical or Mailing Address, click the Update link next to the Addresses.
Click on the Print Button to Print/Receive the Renewal Receipt for the most current Active License.

Current Individual Licenses

License Type	License Number	Period	
CPA License - Original Active	55000	07/01/2023 - 06/30/2024	PRINT

Mailing Address   EDIT
Street 1: 123 Carolina Pines Way
City/State/Zip: Raleigh, NC 27601
Phone: 919-200-0101
Email: buck@nccpaboard.gov

Home Address   EDIT
Street 1: 123 Rocky Rd
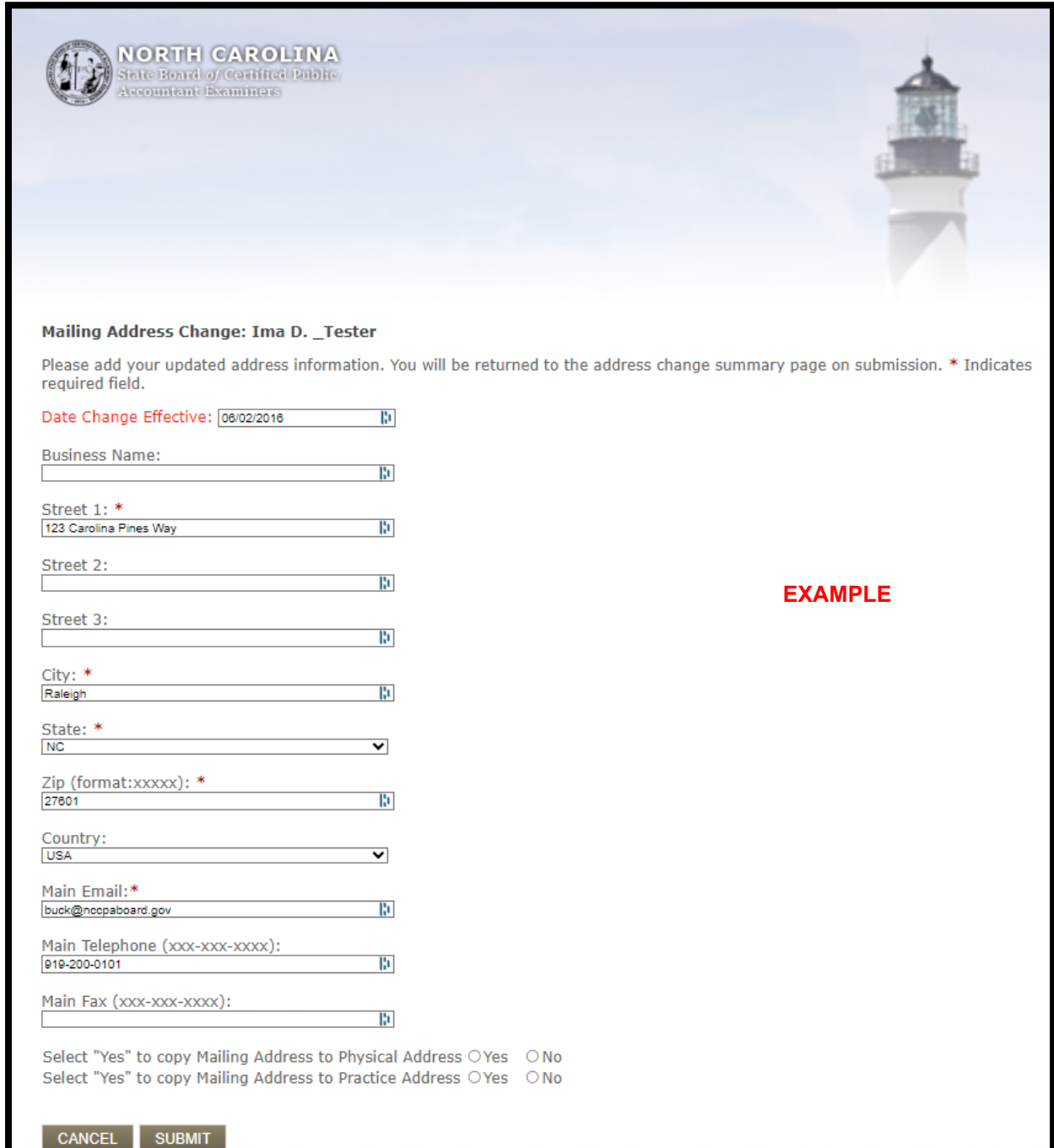City/State/Zip: Bedrock, NC 27601

Practice Address   EDIT
Street 1: 456 Azalea Dr
City/State/Zip: Raleigh, NC 27602

12) When you have completed all tasks necessary in the Dashboard, click "Logout" to safely exit the system.

How to Change Your Address in Your
NC State Board of CPA Examiners Dashboard Account

1) Log into the dashboard: NC CPA Board Dashboard (glsuite.us)

2) You must use the navigation buttons inside the dashboard rather than your browser's back button and other controls.

3)

4) To edit an address, click the edit button next to the address you wish to update. You will be presented with editable fields where you may make any necessary changes. The "mailing address" is the address the Board will use to send you official correspondence.

5) The first field that must be edited is the effective date at the top of the page. You may enter the current date or a future date. You cannot enter a date in the past, or the system will give an error message.
6) You may add a business name if the address is for a business.
7) You may update your email address, phone, and fax numbers in addition to your mailing, home, or business address.

8) On the mailing address only, you can copy that address to either your home or business address automatically by selecting "Yes" by the address you wish to update in addition to your mailing address.

9) When you enter a new address, the system will verify the address against the USPS postal database to ensure that your mail is addressed correctly and delivered efficiently. Click "Select" to choose the best address. You may click "Remove" if one of the address options presented is incorrect, but that is not required. If you do not see this validation at the bottom of the page, please ensure that you have scrolled to the bottom of the page.

10) After making all changes, click the "Submit" button to save the changes. If you do not see the "Submit" button, please ensure you have scrolled to the bottom of the page.

11) When you have completed all tasks necessary in the Dashboard, click "Logout" to safely exit the system.