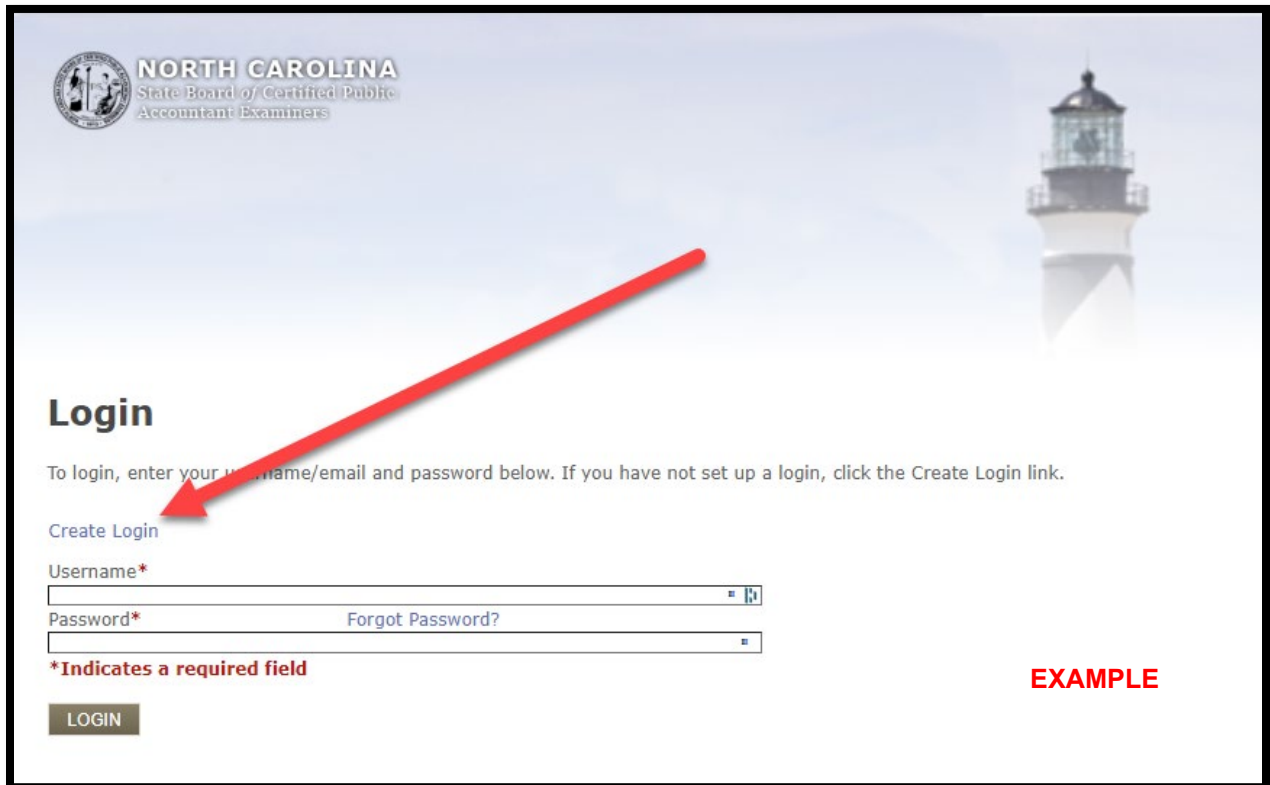


## How to Create Your NC State Board of CPA Examiners Dashboard Account

- 1) Navigate to the [NC CPA Board Dashboard \(glsuite.us\)](https://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.



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### Login

To login, enter your username/email and password below. If you have not set up a login, click the Create Login link.

[Create Login](#)

Username\*

Password\*  [Forgot Password?](#)

**\*Indicates a required field**

**EXAMPLE**

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

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## Search

Please enter the last 4 digits of your SSN, DOB, and Last Name, and then click the Next button to find your record in the system.

Last 4 of SSN\*

DOB\*

Last Name\*

\*Indicates a required field.

BACK NEXT

**EXAMPLE**

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.

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## 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

Security Answer 1\*

Security Question 2

Security Answer 2\*

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.

**EXAMPLE**

- 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.

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**EXAMPLE**

## 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 \(glsuite.us\)](https://glsuite.us)
- 2) You must use the navigation buttons inside the dashboard rather than your browser's back button and other controls.

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**EXAMPLE**

## 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

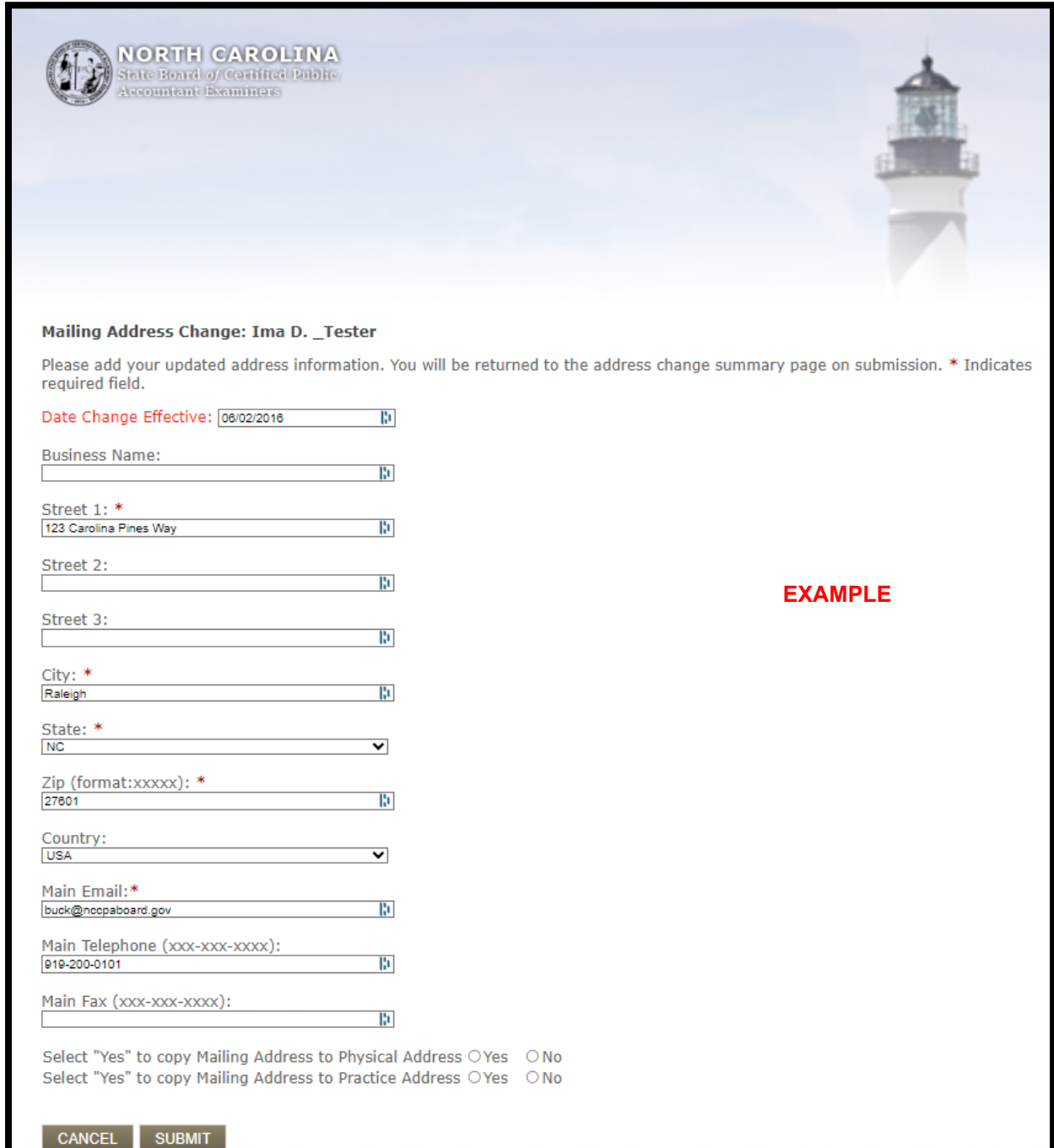
**Mailing Address** EDIT  
Street 1: 123 Carolina Pines Way  
City/State/Zip: Raleigh, NC 27601  
Phone: 919-200-0101  
Email: buck@nccpaboard.gov


**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

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.



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**Mailing Address Change: Ima D. \_Tester**

Please add your updated address information. You will be returned to the address change summary page on submission. \* Indicates required field.

Date Change Effective: 08/02/2016

Business Name:

Street 1: \*  
123 Carolina Pines Way

Street 2:

Street 3:

City: \*  
Raleigh

State: \*  
NC

Zip (format:xxxxx): \*  
27601

Country:  
USA

Main Email: \*  
buck@nccpaboard.gov

Main Telephone (xxx-xxx-xxxx):  
919-200-0101

Main Fax (xxx-xxx-xxxx):

Select "Yes" to copy Mailing Address to Physical Address  Yes  No  
Select "Yes" to copy Mailing Address to Practice Address  Yes  No

**EXAMPLE**

CANCEL SUBMIT

- 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.

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**Verify Address**

Verify the address entered from the options listed below. You may choose to save the address exactly as entered by selecting the top row, or from one of the standardized options listed below it. Choose the version of the address you would like to keep and then click the Save button. Click the Cancel button to return to the prior page to re-enter the address information.

	Street 1	Street 2	City	State	Zip Code	Country	
SELECT	1101 Oberlin Road Suite 104		Raleigh	NC	27605	USA	REMOVE
SELECT	1101 Oberlin Rd		Raleigh	NC	27605	US	REMOVE

CANCEL

**EXAMPLE**

- 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.