

ON-LINE LICENSE RENEWAL INSTRUCTIONS:

Log into the on-line renewal fee payment system (link at bottom of page)

Click “ Begin”

Make sure Accountancy Board appears in window

Click “Log In”

Select Profession (CPA, Firm Permit or Public Accountant) from Business or Profession Drop-Down Window

Enter ZIP Code – the zip code must match the one you have provided for your mailing address (the zip code on the license reminder postcard) in order to activate the system

Read and Check Certification Statement

Continue

Check Demographic Information and Make Changes as Needed

Continue

Verify Demographic Information

Certify

Continue

Read Information relative to Renewing the License

Continue

Answer Questions

Verify

Continue

Continue with Payment Instructions

Print Confirmation Screen after entering payment information and before Submitting

On-Line Payment Address: <https://apps.tn.gov/cirens/>